

Town of Warrenton Virginia



FY 2002 Budget

July 1, 2001 – June 30, 2002

Town of Warrenton, Virginia
FY 2002 Budget
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Preface

One of the key elements of the mission and value statements adopted by The Town Council, and a long standing goal for the Finance Department, is the establishment of the Town's budget as a communication tool that provides for the effective and timely exchange of information between Town Government and its citizens.

In the past, while the annual budget was developed with a great deal of citizen/council interaction, public hearings and work sessions, the resulting budget document had been developed primarily for internal use. This document represents the Town's ongoing attempt to provide a vehicle that can serve as an effective internal operational tool, and provide the casual reader, "the Citizen" of the Town of Warrenton or similar interested party, a detailed description of the budget process, significant information relating to the internal workings, purposes, goals and primary functions of the various departments established to provide services, as well as define certain policies and procedures established by the governing body.

The document attempts to provide basic information relating to the goals and objectives established by its elected officials, a description of the budgetary process, the source or background surrounding the individual revenue or expenditure estimates, identification of the major components of the Town's financial structure and accounting methods, explanation of the function and goals of the major departments or cost centers as well as highlight the sources of revenues and types of expenditures and the methods by which these estimates were established. In short, it attempts to provide the taxpayer, councilperson, department head or Town employee, a detailed explanation of the financial, organizational and operational plan for the coming fiscal year.

A great deal of effort was exerted in an attempt to make this document a valuable resource for all users. We believe we have accomplished this task, but realize it is up to the user to make this determination. If after reviewing this document you have any questions, suggestions or comments, please let us know.

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Distinguished Budget Presentation Award – FY 2001

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to The Town of Warrenton for its annual budget for the fiscal year beginning July 1, 2000.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Introduction

The Town of Warrenton, the County Seat and the largest town in Fauquier County, is located in the Upper Piedmont region of Virginia at the foot of the Blue Ridge Mountains about 45 miles southwest of Washington, DC. Settled in the late seventeenth century, the Town of Warrenton, then known as Courthouse Village, was formally incorporated in 1810.

Since 1992, Warrenton has been considered part of the Washington-Baltimore Metropolitan Statistical Area. Warrenton is easily accessible via four U.S. primary routes - 17, 15, 29 and 211. These routes provide access to Interstates 66, 64, 95 and 81 which link Warrenton to major trade routes across the Nation.

The Town is 4.25 square miles in size with a 2000 estimated population of 6,700. A citizen oriented community, Warrenton provides its residents with most major services of an urban area, such as police protection, public works functions (i.e. solid waste collection, recycling, snow removal and street maintenance), planning, historic preservation, utility provision and economic development, while maintaining the historic charm and nature of a small rural community. As part of Fauquier County, citizens also pay county real estate and personal property taxes and in turn receive judicial, correctional, educational, health and social services and supplemental police, fire and rescue services.

The Town has a Council-Manager form of government with an elected mayor and a seven-member Town Council, with five (5) members elected by ward and two (2) members elected at large. The Town Manager performs the daily tasks required by the Town Council in accordance with the Town's Charter and oversees the activities of all Town departments and personnel.

History

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. At the time of the Revolution a settlement had begun, and by 1790 the first courthouse was built, a jail was erected and an academy named for General Joseph Warren, a Revolutionary War hero, was founded. Richard Henry Lee, father of the Declaration of Independence, donated 71 acres of land for the county seat, which was incorporated as the Town of Warrenton. By the 1850's a railroad reached the town, which boasted several churches, thriving mercantile establishments, a weekly newspaper, and one or two schools. However, for well over a century the town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials and professionals. It early achieved a reputation for its salubrious climate and pleasant social life.

According to an early account, "Huge wagons and vans come over the mountains from the rich counties of Orange, Culpeper, Rappahannock and Loudoun, loaded with wheat, corn and oats; the housewife sent her poultry and dried fruit; great herds of cattle wended their way to this town...For its size (604 population in 1860), Warrenton was the richest town in the whole South."

During the Civil War, the town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home there and

practiced law in the California Building across Court Street. A monument to Mosby stands beside the Old Courthouse. He is buried in the Warrenton cemetery. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William "Extra Billy" Smith, who was twice Governor of Virginia.

There have been seven courthouses in Warrenton, the Fauquier County seat. Since 1795, four have stood on the same site on Main Street as the existing Old Courthouse built in 1890. Fire destroyed some of the earlier structures. The present courthouse, usually called the "new" courthouse by local residents, opened in 1974 as a legal-office complex. It is located on Culpeper Street, adjacent to the Warren Green Hotel. The Old Courthouse still houses the General District Court.

Beside the Old Courthouse is the Old Jail, a well proportioned brick and stone building, dating from 1808, which is now the home of the Fauquier Historical Society and serves as a museum. The front portion, originally containing four cells, was later remodeled into living quarters of the jailer. It now houses a collection of Indian artifacts, revolutionary era Civil War and Colonel John S. Mosby exhibits. The rear structure, built around 1822, contains the original cells as well as an exercise yard for prisoners. This is one of the few perfectly preserved old jails in the Commonwealth. Said one lady of distinction, "If I have to be put in jail, let it be in the old stone one in Warrenton. It is so picturesque." The Old Jail Museum is open year round, Tuesday through Sunday.

A few steps from the jail, on the corner of Court Street and Hotel Street, is the California Building, a mellow brick relic of the last century, which was built by "Extra Billy" Smith with profits from the California Gold Rush. Once a residence of his family, it now houses offices.

Directly across Hotel Street stands the old Warren Green Hotel that was built in 1876 on the site of the Norris Tavern. A favorite Warrenton landmark is a statue of Chief Justice John Marshall which was erected in 1959 during Fauquier County's Bicentennial Celebration. The statue is located on Main Street to the left of the Old Courthouse. A Fauquier County native, Justice Marshall began his law practice in Warrenton.

After the Civil War, Warrenton came to be known throughout the nation for its galaxy of brilliant lawyers who practiced at its bar and as a mecca for horse lovers. In 1883 the Warrenton Hunt was established and in 1900 the Warrenton Horse Show, which has achieved national fame as the "Hunter Show of America," began. In 1922 the first Virginia Gold Cup Race was run. Other hunts, such as Casanova and Old Dominion, are located within a few miles of the town. In the 19th century, Warrenton also was known as a summer resort; the Warren Green Hotel and the Fauquier White Sulphur Springs, located a few miles to the west, drew guests from Washington and Richmond.

The quaintness, tradition and charm of bygone eras are apparent along Old Town Warrenton streets lined with historic houses and brick sidewalks. Townsfolk gather on the steps of the post office or at a coffee shop to pass the time of day, perhaps pausing to listen as the old courthouse clock strikes the hour.

Location

The Town of Warrenton, the County Seat and largest town in Fauquier County, is located in the Upper Piedmont Region of Virginia at the foot of the Blue Ridge Mountains.

Warrenton is adjacent to many major trade areas and enjoys close proximity to Northern Virginia - a hotbed of emerging high technology businesses.

Local Economy

The inviting charm and experience of a genuine downtown can be had in Warrenton, along with the convenience and service of growing retail and office commercial districts, and the many opportunities for job creation and high technology development. All of this from a small yet progressive Town with high standards for business development and high marks for quality service delivery!

The retail needs of area residents are provided by various shopping centers located in the Town. Additional specialty, craft, antique and retail shops are available in the historic Old Town district. Thirty-five restaurants in the Town offer a variety of cuisine. Lodging is available at the six hotels within Warrenton.

Tourism is an important component of the Town of Warrenton's economy. The Warrenton-Fauquier County Visitor Center provides itinerary planning, tour guides, foreign language translators and special assistance as requested.

Transportation

Warrenton is easily accessible via four U.S. primary routes - 15, 17, 29 and 211. These routes provide access to Interstates 66, 64, 81 and 95, which link Warrenton to trade routes across the country.

Amtrak provides passenger rail service in Manassas (20 miles) and Culpeper (30) miles, with local commuter service provided by the Virginia Railway Express at Manassas. Norfolk-Southern offers freight service to Fauquier County.

Washington-Dulles International Airport, just 30 miles northeast of Warrenton, offers access to worldwide destinations. Ronald Reagan Washington National Airport, 50 miles east of the Town, provides additional domestic travel opportunities. Air freight service is available at both airports.

The Warrenton-Fauquier Airport, five miles southeast of Warrenton, has two paved, lighted runways which are 4,100 and 2,100 feet.

The nearest port facilities are in Alexandria (45 miles) on the Potomac River and in Front Royal at the Virginia Inland Port (40 miles). The ports of Baltimore (85 miles), Hampton Roads (185 miles), and Richmond (100) miles provide additional facilities.

Mission Statement

“In cooperation with our Citizens, the Town of Warrenton is dedicated to provide for public safety, quality public services and a well-planned community, both, now and in the future”

Value Statement

“To achieve our mission, We, the Town Government, will strive to hold to the following values:

Quality,	by providing a high level of service in a cost-effective manner.
Integrity,	by being honest and fair in all Council, citizen and staff relationships.
Responsiveness,	by acting promptly to the public concerns with a positive attitude.
Communication,	by the effective exchange of information; to maintain a well-informed Public and a government that is aware of citizen concerns.
Cultivation,	by providing an environment where each person can be motivated and developed to their highest potential.
Team Work,	by recognizing the value of each individual and working together to perform our jobs.

The Town of Warrenton Program Performance Measurement System (PPMS)

Recent years have witnessed a growing concern and sensitivity toward efficiency, quality improvement and greater accountability from public programs. Prompted by both internal and external pressures, Town staff set out early in FY 1999 to develop a practical performance measurement program. Still in it's infancy, the program, presented for the second time in this budget document, attempts to lay the foundation upon which staff aspires to build a reliable and informative system of measuring individual program effectiveness. Results for effectiveness measures have been collected during FY 2000 and reported for the first time in this FY 2001 budget document. Results are shown for the first ten months of the fiscal year for all departments.

In an ongoing effort for consistent and informative reporting, each town department's Program Performance Measurement Plan has been developed along the following guidelines:

Statement of Purpose:

A brief statement defining the department's rationale for inclusion of its function in the budget.

Program Inputs:

Departmental costs, both in terms of dollars and manpower.

FY 2001 Budget - total funds budgeted or appropriated for the department during the upcoming fiscal year

FTE's - Full Time Equivalent Employees. A FTE is an employee that works 2,080 hours per fiscal year. Part-time and seasonal employees are reported in terms of a part of a FTE. For example two part-time employees, working 4 hours each day, may be required in the Parks Maintenance Department to perform its essential functions. This effort may be considered one FTE.

Program Outputs:

Details of the departments or programs product or service(s) provided, routine activities, workload or responsibilities are included here.

Program Effectiveness Measures:

Performance Target:

A detailed item or activity, quantified in terms of speed or number of units produced, serviced or accomplished, the department feels is an effective provision of a service. Performance targets are highly subjective and subject to extensive revision as performance is tracked.

Monitor:

The vehicle by which the department intends to measure or track its performance of a measured target.

The Town's PPMS will be a valuable management tool enabling staff to better plan, control, direct and budget individual departmental efforts. With quantifiable performance measurement targets in place in FY 2000, monitoring and evaluating the department actual performance with predetermined or desired results, will allow staff and management to determine the effectiveness and efficiency of services provided to the Citizens of the Town.

With initial performance results to be reported in the FY 2001 budget document, the true impact the program will have on the Town's performance will not be shown until FY 2003 and subsequent years. It is anticipated that changes in departmental purpose and performance targets will be redefined or refined during this period. It is also likely that program inputs will require considerable refinement, both in terms of the number of FTE's supporting an effort and the total departmental operating budgets, of that effort.

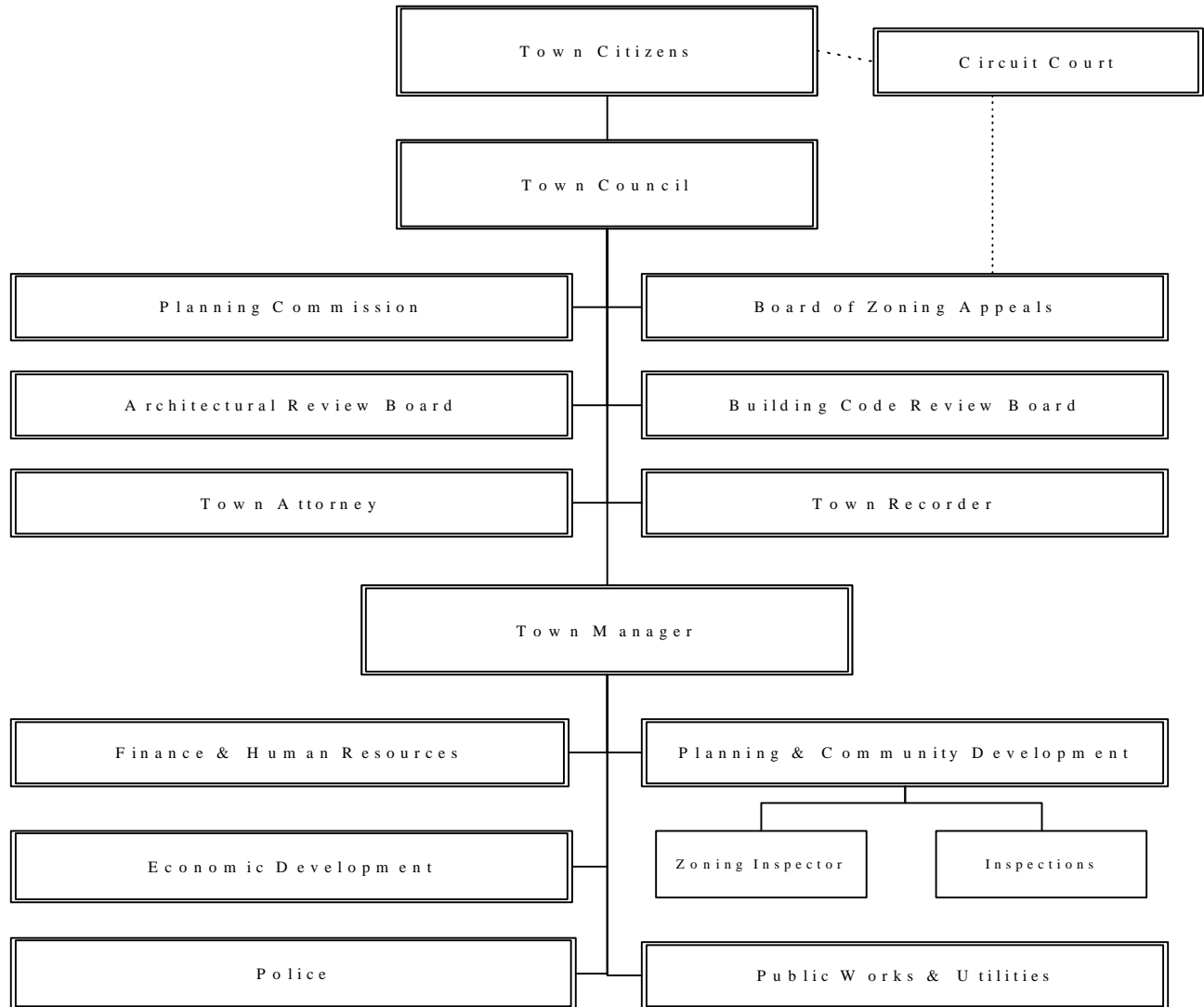
With the constant demand to increase efficiency while maintaining or improving effectiveness, no small task in and of itself, the simple development of the program and the monitoring of effectiveness measures has and will prove to be a challenge to the entire Town staff. The program results will not only document that Warrenton is a well managed and efficiently run Town with a staff dedicated to providing the best possible service to its Citizenry, but provide management and staff with the tools necessary to provide these services in the next millennium.

Elected and Appointed Officials

Town Council	Term Expires	Planning Commission	Term Expires
George B. Fitch, Mayor	06/30/02	Elizabeth D. Scullin, Chairman	12/31/04
Frank S. Foley, At-Large	06/30/02	Frank S. Foley	12/31/02
David A. Norden, At-Large	06/30/02	W. Hunt Cheatwood	12/31/02
Stephen L. Athtey - Ward 1	06/30/04	Allen F. Haley	12/31/02
Robert L. Walker - Ward 2	06/30/04	John W. Harre	12/31/04
Robert W. Rice - Ward 3	06/30/04	Cheryl H. Shepherd	12/31/04
Samuel B. Tarr - Ward 4	06/30/04	Ali Zarabi	12/31/02
John S. Lewis - Ward 5, Vice Mayor	06/30/04	Joan G. Collins, Secretary	
Henry C. Day, Town Attorney	06/30/02		
Evelyn J. Weimer, Recorder			
Board of Zoning Appeals	Term Expires	Architectural Review Board	Term Expires
A. William Chipman, III	12/31/01	Roger R. Martella, Jr., Chairman	12/31/03
W. Hunt Cheatwood	12/31/03	William W. Thomas	12/31/03
Keith M. A. Selbo	12/31/04	James F. Tucker	12/31/04
Kenneth R. Harmon	12/31/03	Richard W. Robison	12/31/02
Ralph E. Monaco, Jr.	12/31/01	Kay Macdonald	12/31/02
Administrative Officers			
John A. Anzivino, Town Manager			
Frances K. Hatcher Finance and Human Resources Director		Edward B. Tucker, Jr. Public Works & Utilities Director	
Roger L. Paul Chief of Police		Patricia J. Meagher Economic Development Director	
Raymond P. Ocel, Jr. Planning & Community Development Director			

Town of Warrenton, Virginia

Organizational Chart



Town Manager's Message

February 26, 2001

MEMORANDUM

TO: George Fitch, Mayor
Members of Town Council

FROM: John A. Anzivino
Town Manager

SUBJECT: Fiscal Year 2001-2002 Budget

As required by Section 6-3(f) of the Town's Charter and the Warrenton Town Code, I am pleased to provide Council with the Manager's budget for the Town of Warrenton for FY 2002. The budget represents and incorporates many of the thoughts and ideas that have been provided by Council in various discussions by eight very independent-minded elected officials. In the end the budget that follows and the descriptions of how various funding levels were arrived at were achieved after significant effort by the departments involved and reflect a fair depiction of what the staff and I feel is necessary to maintain an acceptable and desired level of service to the citizens that we all serve and the visitors we will welcome to our community in the coming year.

In developing agency budgets for FY 2002, each department head was provided a set of instructions that indicated that all aspects of their department needed to be carefully scrutinized. After submission of the agency and departmental budgets, an extensive review process with over thirty meetings was carried out by myself and the Director of Finance with the submitting agencies which resulted in recommended reductions and/or elimination of a significant number of requests totaling over \$411,000 in the General Fund budget alone. Beyond the Council-adopted general goals which deal with improvements to the community and which were approved in 1991, the departmental budgets were developed utilizing the following objectives gleaned from various Council and Council Committee work sessions. These include in no order of priority:

1. Maintain the current level of services provided by the Town, considering growth in facilities maintained and new households.
2. Reduce the real estate tax rate, as reflected in discussions at the Finance Committee meetings, as much as possible, with eight cents per one hundred dollars of assessed value as an initial target.
3. Review funding for non and not for profit organizations and attempt to reduce expenditures in this area and develop a more rational method of funding these types of agencies relative to County contributions.
4. Reduce operating costs.

Prior to discussing the proposed budgets for the various departments and functions of Town government for Fiscal Year 2002, which consider each of these points and which the staff recognizes ultimately become the responsibility of the Town Council, as the citizens' elected representatives, to amend, approve or disapprove, it should first be recognized that the Town of Warrenton remains the heart of Fauquier County, the County Seat and the core provider of services in the Center District. As such, the Town is growing due to the attractiveness of the community which has developed over the years, to housing being more affordable than in many nearby Northern Virginia communities, to provision of good services, lower taxes and other proactive actions taken by Town Councils over fifteen years ago, which established a plan for the future to build adequate infrastructure and utility systems. This growth in the community appears to have accelerated recently due to the strong economy, the Town's proximity to the expanding Northern Virginia area and due to land use actions in surrounding areas, which seem to have focused more growth on areas with land planned for development. Because of the prior efforts of Councils noted above, it appears that the Town is a logical place for growth to occur in a denser fashion as depicted in the Town and County Comprehensive Plans and, as such, the Town, for the first time, is seeing larger builders coming into the area to construct homes on the undeveloped land which remains. While requiring new services and placing demands upon the government charged with providing services, an estimate recently developed by staff as noted below demonstrates the potential revenue each new home generates in the Town. These include:

Average Income From a New Home Built and Occupied in Warrenton, 2000

Source	Assumption	Contribution
Decals Fees	2.2 vehicles per household	55.00 ¹
Real Estate Taxes	Average value of a new single family home - \$203,033 ³	233.54 ²
Water & Sewer	Total in Town only, average bill 48.10 per month for non-commercial accounts	577.20
Personal Property Tax	Total tax assessed, net of PPTRA/# vehicles assessed with 2.2 vehicles per household	212.96 ²
Consumer Utility Tax	Maximum tax with all three utilities (gas, electric, telephone)	108.00
Local Sales Taxes	80% of receipts from County are from Town citizens. (2,868 residential units per Planning & Community Development) (FY 2000 total sales tax \$244,592)	68.23
Meals Taxes	Every household spend \$30 2X's a month on meals in Town	28.80
Cable Franchise Fee	All residential units have cable with an average bill of \$40 per month.	24.00
Estimated Average New Warrenton Household Contribution to Town		\$1,307.73

1 Assumes family of four persons.

2 Assumes current tax rates – for personal property includes Personal Property Tax Relief Act.

3 Source: CLARITAS report, utilizing existing Real Estate Tax Rate – \$.115

4 All other sources Town of Warrenton Finance Department.

Because some discussion about Town service demands and change in the community is also occurring, I believe a glance back in time is important to understand where the Town is and where it has come from since

1990 – a decade when the face of the community continued to change as it has since its designation as an incorporated town in 1810. With that in mind, the following comparisons are valuable in assessing the changes the Town has experienced over the last ten years, why changes may have occurred in the budget and how Council has attempted to deal with them.

Some Changes over a Decade to the Town of Warrenton and Its Infrastructure

Statistic	1990	2000
Population ¹	4,830	6,760
Area in square miles	3.3	4.25
Population Density, persons per sq. mile	1,464	1,590
Road lane miles maintained	57.8	80.22
Equipment for snow removal (dump trucks, pickups, grader, backhoe)	11	12
Number of street lights	527	633
Miles of storm sewer	10.54	14.38
Number of households	2,204	2,868
Recycling collection, tons	834	1,912
Recycling rate	19%	42%
Refuse collection, tons	3,503	3,153
Traffic signals	4	5
Pedestrian signals	0	4
Equipment	95	122
Water produced, avg. daily gallons	879,853	1,083,306
Sewage treated, avg. daily gallons	1,170,015	1,009,654
Number of water customers	2,634	3,319
Miles of water line maintained	60	73.28
Miles of sewer lines maintained	47	60.15
Number of taxable real estate parcels	2,696	3,231
Value of taxable real estate parcels	\$391,114,600	\$513,690,120
Number of non-taxable real estate parcels	112	184
Value of non-taxable real estate parcels	\$80,997,058	\$139,851,800

With the changes noted above, the staff has attempted to work harder and smarter and over the years and has attempted to be both creative and proactive as they attempted to use the public's resources wisely. Some of the measures include:

1. Converting to Virginia Municipal League Workers Compensation and liability insurance programs which has saved the Town approximately \$22,957 in insurance premiums annually;
2. Conversion from mercury vapor street lights to sodium vapor lights saving operational costs and conserving energy;
3. Utilities staff negotiating a new State-issued wastewater treatment plant permit resulting in the reduction of three full-time positions which were allocated for a shift which was to be required by DEQ at the wastewater plant;
4. Staff changing suppliers for coagulants at the wastewater plant saving \$30,000 in chemical costs annually;
5. The automation of the utility meter reading system which has allowed the same number of personnel to read over 500 new meters on the same schedule;
6. In-house maintenance of the Town's website using existing staff has saved an estimated \$12,000 per year;
7. Use of university resources to develop an economic development strategic plan – and other studies has reduced the costs normally associated with outside technical assistance;
8. Renegotiation of a contract with an independent private contractor utilizing the Fauquier County Recycling Center and reconfiguring the recycling contract reduced the contract cost \$19,000 per year beginning in FY 1996;
9. Privatization of janitorial services for municipal buildings resulted in reduction of a staff position in Public Works;
10. Negotiation of a contract with the Fauquier County Parks and Recreation Department that places scheduling and maintenance of three of the four Town's parks under the recreation department's authority has saved the Town funds while ensuring the facilities are properly maintained;
11. Use of emergency generators at the Town's wastewater plant in the Virginia Power "peak load" program has resulted in reduced electric bills of about \$5,000 per year at the wastewater treatment plant for each of the last seven years;
12. Collection of delinquent taxes utilizing existing staff and eliminating the services of an outside attorney has reduced the need and cost for previously contracted legal services;
13. Analysis of the Town's phone system with changes resulting in \$6,000 of savings annually have been completed;
14. Cooperative public-private and public-public efforts to build over 120 new parking spaces in Old Town at a net cost of approximately \$28,000 occurred allowing for some relief for all downtown users while using County and private sector funds to help share the burden of construction;

15. Bidding out and locking into natural gas prices prior to recent increases have saved the Town about \$4,000 per year for the last three years.

These are but a few of the examples of the staff's efforts to work smarter and conserve funds which all staff members are continually urged to do. While many of the items are smaller in scope, collectively, they are helpful in containing costs and freeing up funds for other uses by the Council.

While the number of citizens and responsibilities has grown, the number of Town workers has stabilized and has actually started to decline. These factors and the results of citizens surveys on quality of service conducted in FY 2000 indicate that Town staff is working harder to maintain service to a growing community with an increasing demand for services at an above average level and are doing so in a manner which is better reflecting adopted Council philosophies.

Departmental Budgets for FY 2002

In accordance with the past practice established by the Council's Finance Committee in FY 1998 to present separate General and Proprietary Fund budgets, the same format has been continued in this year's document that will help better reflect where funds are generated and spent. Consequently, two proposed budget documents are presented for your review and discussion. The first, the General Fund budget, is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide or choose to provide to their citizens. The proposed General Fund budget represents expenditures of \$6,191,641 and for the first time, includes \$80,000 of "pass through" funds that the Town handles as fiscal agent for Loudoun Transit. These grant funds are shown as both an income and expenditure item as part of the Town's audit requirements. However, the Town has no access to the funds and serves only as the local government recipient, channeling them to Loudoun Transit for operation of the Warrenton Circuit Rider system. When these funds are extracted from the General Fund budget, the net increase proposed by staff is \$243,434 over the current year or about four percent (4%) and is proposed with no increases and with tax decreases as generally requested by the Council.

The second budget document represents the Town's proprietary or enterprise funds and includes the utility and cemetery budgets, both of which are dedicated to special purpose operations and are supposed to "stand on their own" with revenues to support them generated by customer or user fees. The Utility budget represents expenditures of \$3,918,034, an increase of \$149,000 over the current fiscal year, with most of the increase dedicated to the Capital Projects area as we continue to repair, maintain and improve aging utility systems. The Cemetery budget has actually declined somewhat and each budget is described in the text or documents which are referenced throughout with a description of significant factors which have affected their preparation and the items recommended. All budgets have been developed utilizing an analysis of historic expenditure trends, trends in the market place, mandated requirements and recommended improvements based upon identified need and/or stated Council policy.

Approved Budgets For FY 1999-2002

	Approved FY 1999	Approved FY 2000	Approved FY 2001	Approved FY 2002
General Fund	\$5,840,274	\$5,712,553	\$5,868,027	\$6,042,876
Utilities Fund	\$3,826,232	\$3,772,575	\$3,768,934	\$3,918,034

Cemetery Fund	\$81,111	\$83,089	\$90,072	\$86,639
Capital Improvements	\$1,887,175	\$1,217,500	\$1,283,375	\$484,803
Motor Pool	\$335,135	\$280,390	\$301,033	\$325,227

Within each proposed budget document you will also find a more detailed description of proposed revenue and expenditure levels. Each of the levels can be achieved without tax or fee increases and a reduction in the real estate and personal property rates and a “Relief Program for the Elderly” concerning purchase of motor vehicle decals is proposed. In reviewing each budget it should be noted that there are certain premises and/or requirements that serve as a common thread among the various budgets and to avoid explaining them in each package, they will be touched on here. These include:

All departmental budgets were developed with the Town’s Mission Statement, the Council’s adopted goals, the Council’s adopted Advisory Bodies Work Program and the various goals set by previously adopted plans and policies of advisory bodies and Council in mind.

In doing so, the detailed goals of the Council, as stated below, were the impetus for identifying projects and/or funding of many of the programs included. These include:

- Desire to enhance the many qualities of the Town.
- Desire for balanced growth.
- Desire for more affordable housing.
- Desire to relieve traffic congestion.
- Desire to relieve parking problems.
- Desire for quality jobs.
- Desire for more parks and recreation facilities and activities.
- Desire to continue to improve relations with the County.
- Continue to improve and develop a proactive public safety program.
- Establish citizen participation process.
- Become a user-friendly government.

These goals have served as a directional map for expenditure requests contained within the proposed budgets since 1991 and are aimed at broad based expenditure areas in an effort to not only maintain Warrenton’s position as a proactive community with expectations of a high level of service from the Town government of which all citizens are a part, but to improve upon services for all current and future citizens and customers.

As each budget is reviewed, readers will notice that the Town staff has developed performance measures that will assist the Council, citizens and the staff in gauging the success of the Town’s efforts in meeting the needs

of the various constituencies that the Town's government serves. These measures which serve as basic elements of each department's annual work program, have been valuable tools that are utilized to measure the performance of departmental programs and as measures of success for the department heads in their annual performance evaluations. In addition, to gauge the progress in meeting the current year's performance measures, a list of successes in meeting the present goals to date is included to gauge the department's progress in the current year.

Revenue Reductions

In December, 1998 the Council, based upon a recommendation by the Finance Committee, adopted a policy for formally dedicating certain cash reserves and also set targets for staff to meet in reducing the real estate and Business, Professional, Occupational Licenses rates. These targets were to be achieved without decreases in services provided to citizens and I believe have been met. In Fiscal Year 2002, discussions were held by the Finance Committee concerning the Fiscal Year 2002 budget but no targets were forwarded to Council or formally set for staff by the governing body. Again, targets were hit and a tax rate reduction occurred. Consequently, using the general guidance provided in prior years discussions and general discussions at the Finance Committee level, this year I am proposing a General Fund budget which provides for recommended tax rate decreases for the sixth fiscal year in a row – something which I do not believe there is precedent for in the Commonwealth and probably the nation. The estimated \$389,982 decrease in revenues which will occur if Council approves the proposal are added to the estimated \$504,000 in revenues now reduced annually from previous years and are possible due to good fiscal management by Council, aggressive collections of past taxes on the part of the staff and a buoyant and growing economy which has resulted in increases in real estate and personal property values, growing revenues in non-property based taxes, growth in highway maintenance assistance from the state and for the first time, relatively stable State-supported financial assistance for the Police Department.

Revenue decreases for FY 2002 fall into three areas. First, the real estate rate is decreased from 11.5¢ per \$100 of assessed valuation to 5¢ per \$100 of assessed valuation, a decrease of 57% from the current fiscal year and a decrease of 74% since Fiscal Year 1998 when reductions in this area were first initiated by the Council. The change will result in a reduction of \$299,256 of real estate revenue overall with impacts for homeowners shown in the following table. The reduction will also result in estimated collections of real estate taxes in the new year of \$249,140, less than those collected in the early 1980s, at a time when property values in the Town had increased dramatically. While the Town's tax rate in this area has historically been at or below the state average for rates assessed by towns, adoption of this tax rate places Warrenton, one of the wealthier communities in the Commonwealth demographically, at 28% of the state nominal and effective mean for towns according to rates published by the Weldon Cooper Center for Public Service at the University of Virginia. It should be noted that an additional decrease could be forthcoming in FY 2003 based upon the real estate reassessment that is now ongoing by the County. The reassessment, which is not complete, will take effect in calendar year 2003 and can and should be dealt with by Council as part of the next budgetary process since it will not have an effect on real estate taxes collected during this calendar year.

Real Estate Tax Reduction Impacts

Property Assessed Value	FY 1998 Real Estate Rate -18¢ per \$100 of Assessed Valuation Property Bill	FY 1999 Real Estate Rate - 17¢ per \$100 of Assessed Valuation Property Bill	FY 2000 Real Estate Rate -14¢ per \$100 of Assessed Valuation Property Bill	FY 2001 Real Estate Rate -11.5¢ per \$100 of Assessed Valuation Property Bill	FY 2002 Real Estate Rate – 5¢ per \$100 of Assessed Valuation Property Bill	Annual Taxpayer Savings FY 1998 to FY 2002 Property Bill
\$100,000	\$180.00	\$170.00	\$140.00	\$115.00	\$50.00	\$130.00
\$150,000	\$270.00	\$255.00	\$210.00	\$172.50	\$75.00	\$195.00
\$200,000	\$360.00	\$340.00	\$280.00	\$230.00	\$100.00	\$260.00
\$250,000	\$450.00	\$425.00	\$350.00	\$287.50	\$125.00	\$325.00
\$300,000	\$540.00	\$510.00	\$420.00	\$345.00	\$150.00	\$390.00

The second reduction in revenues is in the area of motor vehicle license fees for senior citizens. The reduction was made possible by a change in the State Code that took effect July 1, 2000 and was raised at a Finance Committee meeting by a Council Member. Upon review of the State Code, the program, which does not discriminate on basis of income, would allow all Warrenton citizens sixty-five (65) years of age or older to purchase one vehicle decal at half price, or \$12.50. Based upon estimates generated by staff, given the current available data, it is estimated that the impact to the Town would be approximately \$17,500 in decal fees.

Finally, with recent information from Richmond relative to lowering the personal property tax rate on vehicles and the change in law which took effect on July 1, 2000 pertaining to a separate rate for business personal property, it is clear that: 1) Given the examples which have been run showing that the State formulas actually result in an overpayment to local governments in some cases which is undoubtedly not the intent and may result in some backlash from the State; 2) that the tax on personal vehicles will eventually be fully reimbursed up to \$20,000 in value by the State given the availability of revenue, and 3) that the law was changed on July 1, 2000 to allow for business personal property to be set out as a separate class, the personal property tax for business personal property, computers and machinery and tools is reduced to \$1.00 per \$100 of assessed valuation. This will allow the air to clear on the personal vehicle issue noted in the recently provided report and will allow for relief for the business sector which the Council had previously sought without success.

Tax Reduction and Revenue Impacts

Fiscal Year	Personal Property	Real Estate	BPOL and Other Tax Reduction Efforts	Estimated Annual Revenue Impact
1997	Rate decrease \$.10 per \$100 of assessed valuation	—	—	\$29,149 annually
1998	Rate decrease \$0.15 per \$100 of assessed valuation	—	—	\$56,716 annually
1999	12.5% reduction ¹	Rate decrease \$.01 per \$100 of assessed valuation	—	\$47,531 annually
2000	27.5% reduction ¹	Rate decrease \$.03 per \$100 of assessed valuation	15% decrease across all rate categories	\$232,000 annually (\$127,000 real estate, \$105,000 BPOL)
2001	47.5% ¹	Rate decrease of \$.025 per \$100 of assessed valuation	\$0.019 decrease in retail category	\$139,594 (\$94,604 real estate; \$44,992)
2002	70% ¹	Rate decrease of \$.065 per \$100 of assessed valuation	Amendment to Motor Vehicle Code for Elderly Tax Relief	\$389,982 (\$299,256 real estate; \$73,226 personal property; \$17,500 motor vehicle decal)

¹ Virginia Car Tax Program - Program reimburses local taxpayer year 1; local governments reimbursed directly from that year on.

Issues that Transcend Budgets

Throughout the Town's budgets there are two major operational factors which are included in the General and Proprietary Fund budgets that affect both budgets. These items are outlined here so that Council has a better understanding of their impacts. These include:

- Personnel costs and proposed cost of living increases
- Benefit costs

The costs to the items noted above and their impacts are consistently allocated throughout the various line items and budgets in conformance with the information below. It should be noted that while no reductions in positions are proposed, that based upon an extremely competitive labor market and recent experience, the Public Works budget anticipates that one position within the department will remain vacant throughout the year via turnover and, consequently, the department's budget under "street maintenance" has been adjusted accordingly in anticipation of this "float" occurring. Significant factors that transcend budgets include:

Salary Impacts. With discussions ongoing at the General Assembly's 2001 session, it is important to note that the Commonwealth has proposed actions aimed at state employees, teachers and law enforcement personnel and that many local governments use these as a gauge for increases that they will attempt to provide for local governmental employees. While State budget remains in a state of flux, it appears that the general thinking of the Commonwealth is to attempt to provide increases for the major categories noted in the range of 3.5% for FY 2002.

Over the years, the Town has remained relatively competitive in the regional market due to the Council's desire and ability to provide cost of living increases in years when the state and some area local governments did not, and due to Council's periodic commitment to adjust salaries in accordance with comparative pay studies. To remain competitive in the marketplace and so that the Town does not lose additional employees to other local governments or to the private sector during a tight labor market after a significant amount of training has been invested in them, I have again asked our Finance and Human Resources Director to determine what other area local governments were proposing to do in this area. Area local governments who are this far along in the budget process are attempting to maintain salary levels by providing a cost of living increase in conformance with published inflation rates as well as providing performance based or merit increases of some type. Consequently, and in accordance with the Finance Director's review, the Town's proposed FY 2002 budget provides funding for and includes a recommendation that a 2.5% cost of living adjustment be granted to all employees July 1, which is about a percentage point less than the inflation rate for calendar year 2000 and that the Town's pay-for-performance evaluation program be continued. Salary increases for performance-based evaluations have also been included in the personnel line items in anticipation of this action and typically fall in the 3% range across the employee spectrum and are only granted at the employee's anniversary, if earned. Net cost for the proposed cost of living increases to the Town's General Fund is \$61,154 and \$91,363 across all funds. These increases allow the Town to remain competitive with surrounding jurisdictions and appear not to be inconsistent with recommended actions under consideration in other area communities.

As noted, the Town, like other businesses and governments, is competing in an extremely competitive labor market with the Northern Virginia unemployment rate at a level of about 1%. With numerous jobs that pay better relatively close by, the Town over the past year has seen a turnover rate in employees which is significantly higher than that experienced during the past ten years. In the year 2000, 18 of the Town's 97 full-time employees left with only one staff member retiring, a turnover rate of 19%, compared to the national average of 15%. It should be recognized that with turnover of employees comes hidden costs. Often remaining employees are asked to "double up" until a new person is hired and trained. This often leads to lower morale and lost productivity and some private sector analysts report that the cost of lost productivity due to morale issues and doubling up of responsibilities, coupled with the training time for a new individual, can add costs up to 150 percent

of the position being filled making competitiveness a key issue in attempts to maintain quality of services.

Health Insurance Costs. The Town staff continues to actively solicit proposals for health insurance providers as well as negotiate with our current provider, QualChoice, for revised rates. Based upon information received to date, the staff is recommending the Town's health insurance program be maintained with QualChoice in FY 2002 at a cost to the Town of \$435,995. This figure is \$19,164 higher than the current fiscal year, due to changes in family status of some positions and due to an estimated 6% increase in rates. (This may be reduced based on final negotiations with QualChoice which will be concluded over the next month). The proposed rates provide for continued increases for the employee's contributions as approved by Council during the Fiscal Year 1999 budget process to attain rates of employee participation similar to other communities in the area (20% for non single participation). As such, employees will contribute \$77,430 to the cost of health care as noted in the table below. The potential increase in premium cost is reasonable, demonstrating the commitment of the Town's employees to more carefully utilize health care services, particularly, when the industry wide average for increases is projected to be between eleven to fifteen percent as noted in a major industry study conducted by William M. Mercer, Inc. The payment levels for employees in FY 2002 are:

FY 2002 Health Insurance Payment Levels – Employees

Coverage	Current			FY 2002		
	Monthly Premium	Town Share	Employee Share	Monthly Premium	Town Share	Employee Share
Employee	240.56	240.56	0.00	254.99	254.99	0.00
Employee + One	384.86	307.86	77.00	407.95	326.35	81.60
Family	649.46	519.46	130.00	688.43	550.71	137.72

Other costs associated with mandated Virginia Retirement System life insurance and retirement costs are projected to remain constant.

Future Challenges

Over the last ten years the Town of Warrenton, under the direction of the Council has made significant progress in upgrading the infrastructure, getting better organized and developing plans to deal with future growth in a logical and well planned manner, recognizing that the Town is the County seat and "urban" center of Fauquier County and the Warrenton Service District. Over the last five years the seated Councils have also done something that few communities have had an opportunity to do – that is decrease a tax rate or tax rates each year. This was accomplished due to efforts of past governing bodies, which have balanced citizens' desires for services and a desire to live in a clean, attractive community with a reasonably paced, growing economy, and sound financial management. It did not just happen.

Yet, challenges still await the Town both financially and from an infrastructure standpoint. Some of these include:

Major Projects

Over the years, the Town has expended over \$8 million in General Fund sponsored Capital Improvements and has still been able to lower several tax rates without impacting the Town's bond rating, which as of late last year remained the best one for a Town our size in Virginia. While the unobligated General Fund balance has grown due to a variety of factors and currently stands at \$4,793,718, the Town's Capital Improvements Program and the stated wishes of Council to build an indoor recreation facility, which could range in costs from \$3 million to \$5.5 million, coupled with the desires of the downtown community to see a parking deck constructed, will present challenges in the future. These projects coupled with Council's desire to continue to improve other aspects of the community, will require careful analysis of projects and creativity in financing to ensure that future Councils and the citizens are provided the resources necessary to maintain current services and deal with demands for expanded services created by the new growth which is occurring.

State Actions

It appears that the General Assembly is becoming cognizant of the fact that the State tax structure needs to be revised, particularly as it relates to local governments and their reliance upon property taxes. To this end, several bills have been introduced in the current session of the General Assembly without action being taken and it appears that the Assembly members will do something to restructure local tax structures within the next few years. While it remains to be seen what will be done and when, the proposals, when they surface, should bear careful scrutiny by Council since the State has a history of "pulling the plug" on State-provided assistance when revenues at the State level do not materialize as anticipated. With increasing reliance upon funds from the Personal Property Tax Relief Act, Urban Maintenance funds and HB599 funding, significant changes by the State could leave Council with significant decisions to make should the revenues due the Town not materialize now or in future budgets.

Summary

This remains a good time to be a local elected official in a rather unique community. Contrary to the early 1990s when the Town was close to borrowing funds to meet operating expenses, a healthy economy, increasing demographics and strong oversight by Council has allowed for maintenance of Town services, coupled with tax rate reductions for six consecutive years if Council accepts the recommendations included within the proposed budget. The real estate property values continue to grow (\$513,690,120) eclipsing those in larger communities (Culpeper, \$437,405,700, Ashland \$356,169,200 and Wytheville, \$353,248,300) and are getting close to Front Royal's value of \$558,988,200, a much larger community. This trend is anticipated to continue and, as such, will provide more opportunities for Council to deal with the issues of service provision and revenue impacts upon the citizens.

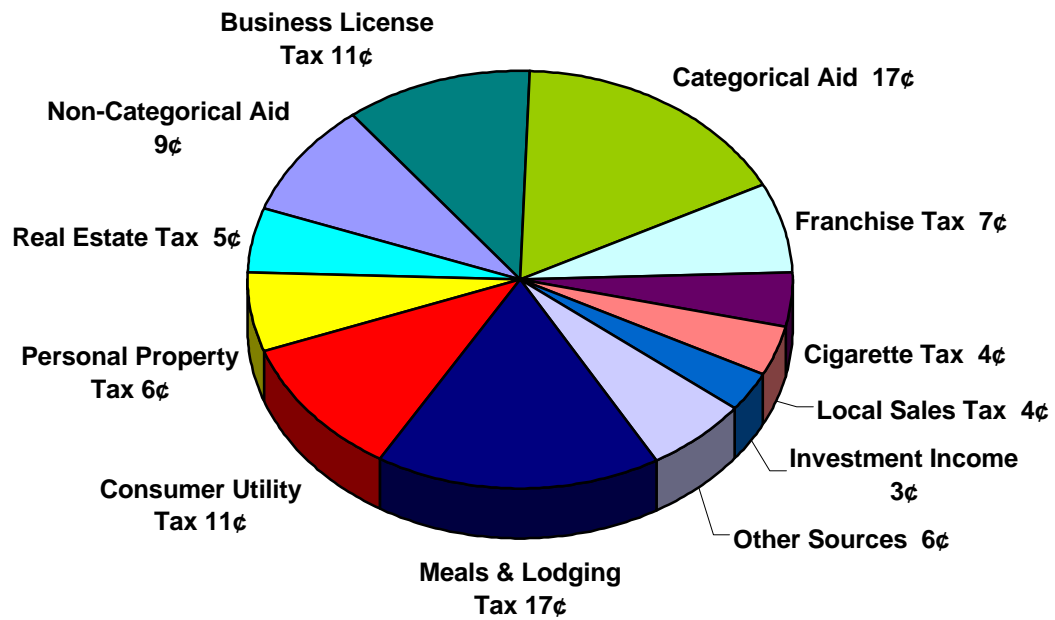
During my local government career in Virginia, I have prepared twenty-two budgets for elected bodies' consideration, review and approval, six with tax decreases. The budget is now yours, the elected officials, to approve to serve as a spending plan for Fiscal Year 2002.

I hope we have provided the information necessary for you to make an informal decision. If not, please feel free to let me know and we will attempt to provide if for you.

FY 2002 Budget Summary – Actual & Estimated Revenues

	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY2000	FY 2001	FY 2001	FY 2002	Change
GENERAL FUND					
General Property Taxes	\$1,462,138	\$1,391,396	\$1,058,389	\$658,424	(\$732,972)
Other Local Taxes	3,550,361	3,090,085	2,250,187	3,372,902	282,817
Permits, Privilege Fees & Licenses	134,462	83,910	235,245	104,410	20,500
Fines & Forfeitures	104,505	81,000	54,042	90,000	9,000
Revenue from Use of Money/Property	292,579	253,367	311,366	192,283	(61,084)
Miscellaneous Revenue	199,074	52,291	916,133	60,190	7,899
Non-Categorical Aid	226,458	54,218	330,811	568,746	514,528
Categorical Aid	928,764	861,760	697,288	995,921	134,161
Federal Government Revenue	22,848	0	0	0	0
TOTAL GENERAL FUND	\$6,921,189	\$5,868,027	\$5,853,461	\$6,042,876	\$174,849
CAPITAL POJECTS FUND					
Reimbursements	\$0	\$0	\$0	\$15,000	\$15,000
Proceeds from Indebtedness	0	650,000	0	0	(650,000)
Transfers	1,401,459	633,375	0	469,803	(163,572)
TOTAL CAPITAL PROJECTS FUND	\$1,401,459	\$1,283,375	\$0	\$484,803	(\$798,572)
WATER & SEWER FUND					
Transfer Fees	\$7,567	\$7,700	\$6,498	\$7,700	\$0
Revenue from Use of Money/Property	161,388	106,700	204,980	204,052	97,352
Charges for Current Services	2,997,551	3,047,600	2,510,890	3,023,500	(24,100)
Recoveries & Rebates	33,990	15,000	4,200	13,000	(2,000)
Miscellaneous Revenue	12,633	8,750	15,384	9,650	900
Grant Revenue	0	0	0	27,600	27,600
Non-Revenue Receipts	857,560	507,825	929,600	632,532	124,707
Transfers	100,283	75,359	0	0	(75,359)
TOTAL WATER & SEWER FUND	\$4,170,972	\$3,768,934	\$3,671,552	\$3,918,034	\$149,100
CEMETERY FUND					
Burial Permits	\$15,400	\$15,000	\$16,650	\$15,000	\$0
Revenue from Use of Money	20,558	20,000	16,301	20,000	0
Miscellaneous Revenue	40	1,200	1,445	1,250	50
Transfers	30,862	53,872	0	50,389	(3,483)
TOTAL CEMETERY FUND	\$66,860	\$90,072	\$34,396	\$86,639	(\$3,433)
RETIREMENT FUND					
Revenue from Use of Money	\$0	\$0	\$100	\$0	\$0
Total Non-Categorical Aid	\$0	\$0	\$100	\$0	\$0
TOTAL REVENUES	\$12,560,480	\$11,010,408	\$9,559,509	\$10,532,352	(\$478,056)
¹ Audited					
² Unaudited, through 04/30/2001					

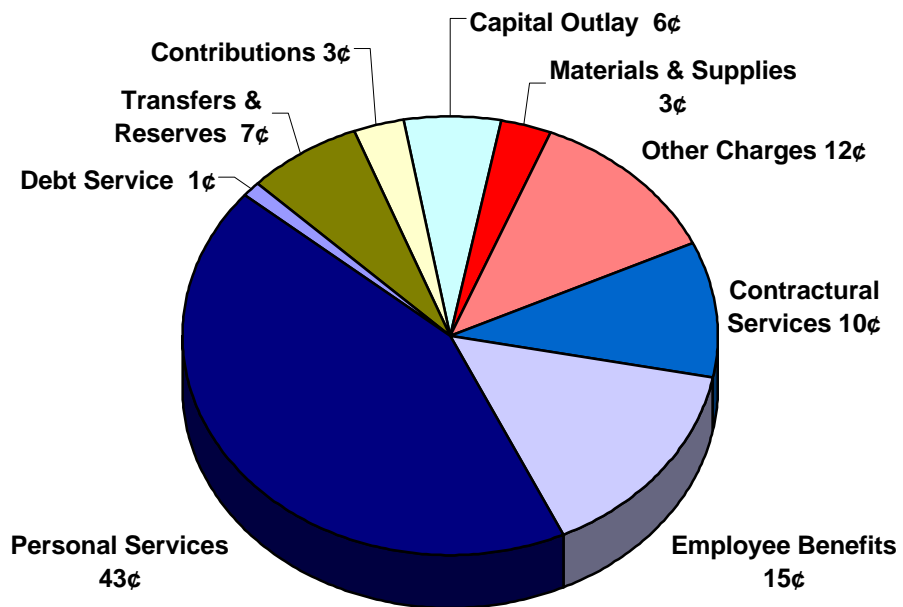
Source of \$1 of General Fund Revenue



FY 2002 Budget Summary – Actual & Estimated Expenditures

	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY2000	FY 2001	FY 2001	FY 2002	Change
GENERAL FUND					
Legislative Department	\$90,764	\$95,498	\$75,174	\$97,316	\$1,818
General & Financial Administration	695,413	658,990	532,692	710,387	51,397
Public Safety	1,822,981	1,867,986	1,413,435	1,930,801	62,815
Public Works	2,016,968	2,111,977	1,288,529	2,194,034	82,057
Contributions	228,659	124,350	136,777	174,950	50,600
Planning & Community Development	424,044	483,863	379,252	463,480	(20,383)
Transfers & Reserves	1,240,145	509,507	2,965	406,017	(103,490)
Debt Service	24,751	15,856	38,514	65,891	50,035
TOTAL GENERAL FUND	\$6,543,725	\$5,868,027	\$3,867,338	\$6,042,876	\$174,849
CAPITAL PROJECTS FUND					
Capital Projects	\$1,390,482	\$1,283,375	\$188,329	\$484,803	(\$798,572)
TOTAL CAPITAL PROJECTS FUND	\$1,390,482	\$1,283,375	\$188,329	\$484,803	(\$798,572)
WATER & SEWER FUND					
Water Department	\$948,163	\$1,000,560	\$791,012	\$1,069,930	\$69,370
Wastewater Treatment Plant	806,382	862,693	713,090	893,069	30,376
Public Utilities Administration	382,679	466,779	460,860	505,583	38,804
Water & Sewer Capital Outlay	359,834	634,009	383,547	612,243	(21,766)
Debt Service	823,222	804,893	801,356	837,209	32,316
Transfers & Reserves	0	0	0	0	0
TOTAL WATER & SEWER FUND	\$3,320,280	\$3,768,934	\$3,149,865	\$3,918,034	\$149,100
CEMETERY FUND					
Maintenance Buildings & Grounds	\$72,512	\$90,072	\$62,114	\$86,639	(\$3,433)
TOTAL CEMETERY FUND	\$72,512	\$90,072	\$62,114	\$86,639	(\$3,433)
RETIREMENT FUND					
Transfers	\$0	\$0	\$0	\$0	\$0
TOTAL RETIREMENT FUND	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$11,326,999	\$11,010,408	\$7,267,646	\$10,532,352	(\$478,056)
¹ Audited					
² Unaudited, through 04/30/2001					

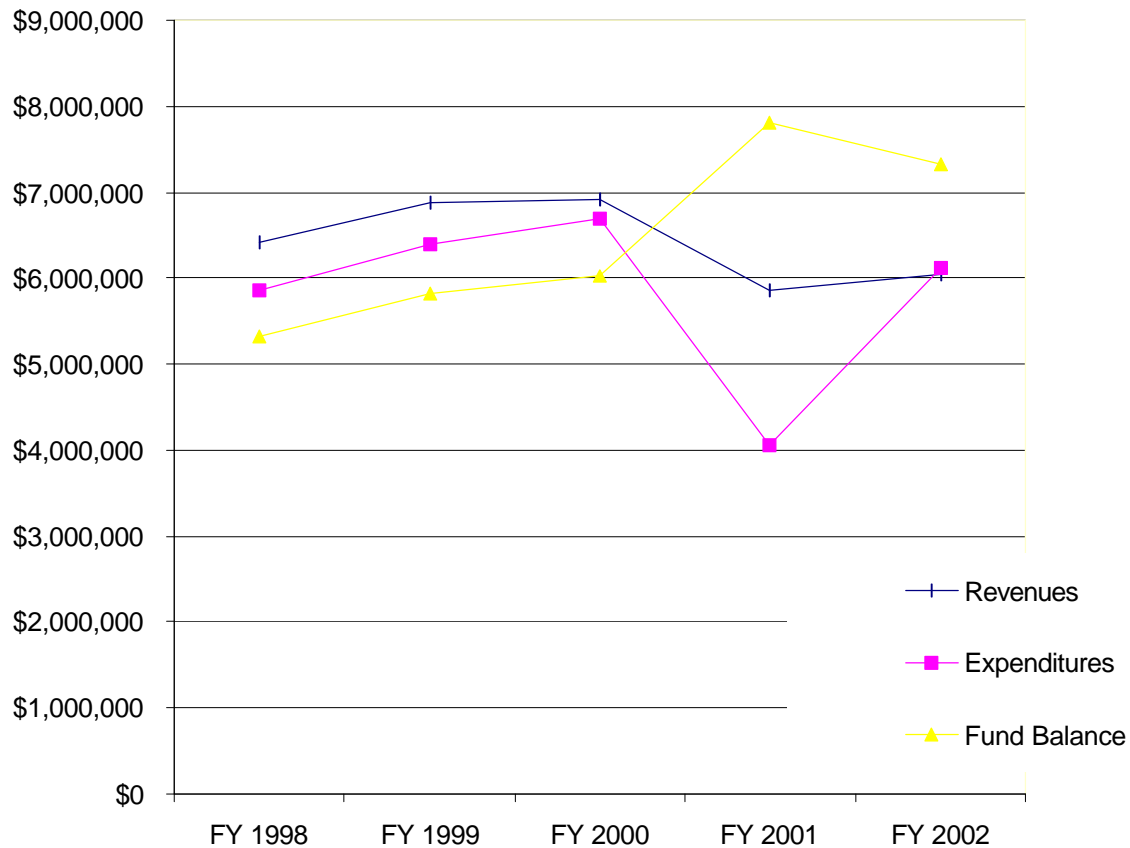
Use of \$1 of General Fund Revenue



Five-Year Summary of General Fund Revenues, Expenditures & Fund Balances

		FY 2002 ¹	FY 2001 ²	FY 2000	FY 1999	FY 1998
Revenues						
	General Property Taxes	\$658,424	\$1,058,389	\$1,462,138	\$1,643,425	\$1,675,689
	Other Local Taxes	3,372,902	2,250,187	3,550,361	3,482,397	3,272,981
	Permits, Privilege Fees & Licenses	104,410	235,245	134,462	109,343	125,678
	Fines & Forfeitures	90,000	54,042	104,505	106,942	110,940
	Revenue from Use of Money/Property	192,283	311,366	292,579	302,289	355,232
	Miscellaneous Revenue	60,190	916,133	199,074	36,698	109,968
	Non-Categorical Aid	568,746	330,811	226,458	23,527	15,513
	Categorical Aid	995,921	697,288	951,612	1,169,012	749,224
		\$6,042,876	\$5,853,461	\$6,921,189	\$6,873,633	\$6,415,225
Expenditures						
	Legislative Department	\$ 97,316	\$ 75,174	\$ 90,764	\$ 102,602	\$ 84,278
	Executive Department	162,675	127,912	156,487	150,440	160,101
	Legal Services	103,590	99,297	159,919	162,416	99,832
	Finance Department	315,862	227,453	292,891	266,059	293,885
	Memberships & Dues	4,056	3,186	3,556	3,423	3,069
	Data Processing Department	119,254	74,844	77,745	71,080	105,646
	Electoral Board & Officials	4,950	-	4,815	-	3,273
	Police Department	1,655,368	1,194,139	1,561,549	1,460,955	1,368,651
	Fire & Rescue Services	110,449	94,594	111,508	110,178	101,058
	Inspections Department	164,984	124,702	149,924	140,022	129,929
	Public Works Administration	265,335	198,893	241,373	226,151	238,283
	Street Maintenance	472,834	378,981	493,388	410,589	415,134
	Arterial Street Maintenance	466,441	92,445	284,843	355,703	364,777
	Collector Street Maintenance	278,107	59,590	306,449	207,726	236,469
	Refuse Collection	405,080	304,451	406,931	419,461	388,194
	Recycling Program	96,184	67,257	73,517	81,288	91,010
	Bldgs & Grounds Maintenance	200,150	178,236	201,130	216,774	200,617
	Parks Maintenance	9,903	8,676	9,337	27,022	12,297
	Contributions	174,950	136,777	228,659	89,349	104,146
	Planning & Zoning Department	248,682	221,901	230,753	245,280	211,070
	Zoning Appeals Board	2,319	108	428	1,164	310
	Economic Development Department	210,229	156,747	192,230	174,764	150,719
	Architectural Review Board	2,250	496	633	1,454	1,062
	Capital Projects	484,803	188,329	1,390,842	1,443,594	1,040,427
	Debt Service - Principal	59,788	37,416	23,719	23,359	41,171
	Debt Service - Interest	6,103	1,098	1,032	2,609	4,656
	Contingency		2,965	2,531	-	-
	Total Expenditures	\$ 6,121,662	\$ 4,055,667	\$ 6,696,953	\$ 6,393,462	\$ 5,850,064
Excess (Deficiency) of Revenues Over Expenditures		\$ (78,786)	\$ 1,797,794	\$ 224,236	\$ 480,171	\$ 565,161
Other Financing Sources (Uses):						
	Proceeds from Indebtedness	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating Transfers In	-	-	-	-	-
	Operating Transfers Out	406,017	-	30,862	-	126,512
	Total Other Financing Sources (Uses)	\$ 406,017	\$ -	\$ 30,862	\$ -	\$ 126,512
Excess (Deficiency) of Revenues Over Expenditures Over (Under) Expenditures and Other Uses		\$ (484,803)	\$ 1,797,794	\$ 193,374	\$ 480,171	\$ 438,649
Fund Balance at Beginning of Year		7,817,013	6,019,219	5,825,845	5,327,030	4,888,381
	Residual Equity Transfer In	\$ -	\$ -	\$ -	\$ 18,644	\$ -
Fund Balance at End of Year		\$ 7,332,210	\$ 7,817,013	\$ 6,019,219	\$ 5,825,845	\$ 5,327,030
¹ Based on FY 2002 Budget						
² 10 Months 4/30/2001, unadjusted & unaudited						

Five-Year Summary of General Fund Revenues, Expenditures & Fund Balances



General Fund Revenue, Expenditures & Fund Balance

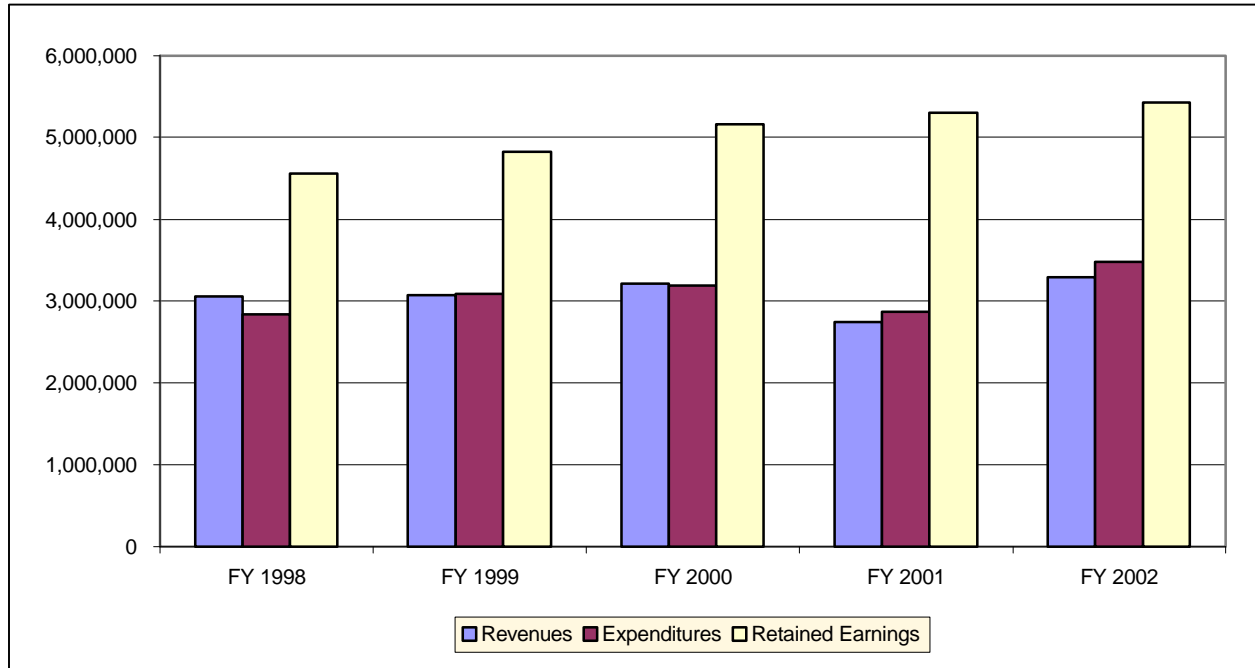
General Fund Balances - Designated & Undesignated						
		FY 2002 ¹	FY 2001 ²	FY 2000	FY 1999	FY 1998
	Fund Balance, 06/30	\$8,241,625	\$8,241,625	\$6,019,203	\$5,825,845	\$5,327,040
	Designated Balances:					
	Reserve per Council Action (15% of Budget Expenditures)	1,236,244	885,618	902,880	873,877	-
	Reserved for Capital Projects	2,000,000	2,466,712	1,000,249	1,108,969	1,097,312
	Reserved for Recreational Projects	482,000	458,802	416,035	384,006	452,211
	Reserved for Street Maintenance	78,800	75,036	-	-	-
	Reserved for Lineweaver Technology Park Dev	496,400	472,714	504,176	519,816	289,300
	Total Designated Balances	\$4,293,444	\$4,358,882	\$2,823,340	\$2,886,668	\$1,838,823
	Undesignated Balances (available for appropriation)	\$3,948,181	\$3,882,743	\$3,195,863	\$2,939,177	\$3,488,217
	¹ Assumes statutory balanced budget					
	² Estimated					

The general Fund is used to account for the ordinary operations of the Town of Warrenton financed through taxes and other revenues. The General Fund includes all government activities not accounted for in a separate fund due to legal, contractual, statutory or financial management requirements. Fund balances are unexpended funds available to complete existing capital projects or to fund planned projects. Undesignated fund balances are not reserved for a particular purpose, while designated fund balances are reserved, or set aside, for a specific project or program.

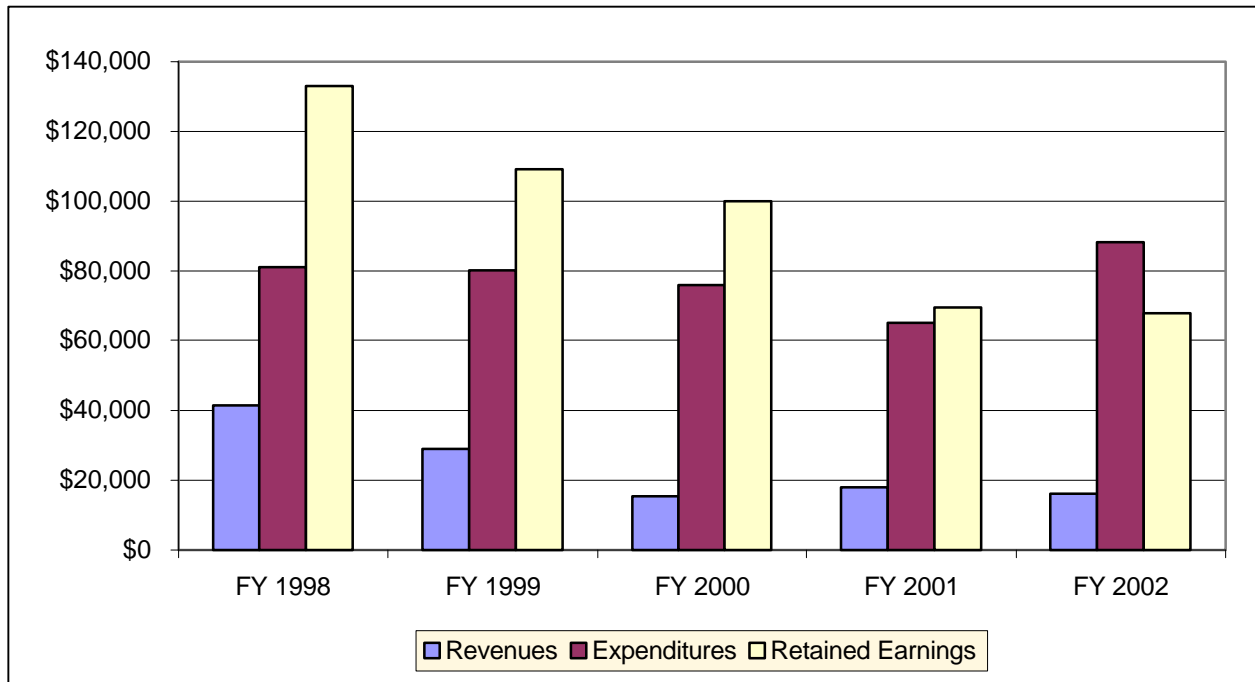
Five Year Summary of Water & Sewer Fund Revenues, Expenditures & Retained Earnings

		FY 2002 ¹	FY 2001 ²	FY 2000	FY 1999
					FY 1998
Revenues					
	Sewer Service Charge	\$1,870,000	\$1,547,065	\$1,847,778	\$1,795,013
	Sale of Water	1,122,000	934,757	1,119,376	1,116,104
	Sale of Materials & Supplies	9,000	14,661	11,325	9,280
	Late Payment Charges	29,000	28,028	29,277	26,095
	Installation Fees	10,000	3,087	18,538	6,604
	Transfer Fees	7,700	6,498	7,567	7,234
	Reconnection Fees	2,500	1,040	1,120	2,640
	Recoveries & Rebates	3,000	1,113	1,487	2,898
	Sanitary Sewer Facilities Charge	0	0	13,965	0
	Grant Revenue	27,600	0	0	0
	Miscellaneous Revenue	650	723	1,260	677
	Total Revenues	\$3,081,450	\$2,536,972	\$3,051,693	\$2,966,545
Operating Expenditures					
	Source of Supply	\$526,760	\$372,576	\$421,405	\$ 452,596
	Transmission & Distribution	350,373	281,730	352,766	300,778
	Meter Reading	192,797	136,706	173,994	160,954
	Wastewater Treatment Plant Operation	893,069	713,090	806,383	784,435
	Administration	505,583	460,860	382,679	347,467
	Capital Outlay	-	-	-	-
	Depreciation ³	785,000	655,079	786,095	753,194
	Amortization ³	8,800	7,380	8,856	8,856
	Total Operating Expenditures	\$ 3,262,382	\$ 2,627,421	\$ 2,932,178	\$ 2,808,280
	Net Operating Income (Loss)	\$ (180,932)	\$ (90,449)	\$ 119,515	\$ 158,265
Non-Operating Revenues (Expenditures)					
	Interest Revenue	90,000	124,362	131,568	89,921
	Rental Revenue	114,052	80,618	29,820	12,171
	Interest Expense	(213,152)	(237,675)	(253,307)	(277,807)
	Other	(2,000)	0	(1,800)	(1,800)
	Total Non-Operating Revenues (Expenditures)	\$ (11,100)	\$ (32,695)	\$ (93,719)	\$ (177,515)
	Net Income (Loss) Before Operating Transfers	\$ (192,032)	\$ (123,144)	\$ 25,796	\$ (19,250)
	Operating Transfers In				
	Operating Transfers Out				
	Net Income (Loss)	\$ (192,032)	\$ (123,144)	\$ 25,796	\$ (19,250)
	Add Depreciation of Fixed Assets Acquired by Grant ¹	\$ 315,000	\$ 260,000	\$ 315,114	\$ 284,317
	Increase (Decrease) in Retained Earnings	\$ 122,968	\$ 136,856	\$ 340,910	\$ 265,067
	Retained Earnings, Beginning of Year	\$ 5,298,685	\$ 5,161,829	\$ 4,820,919	\$ 4,555,852
	Retained Earnings, End of Year	\$ 5,421,653	\$ 5,298,685	\$ 5,161,829	\$ 4,820,919
	¹ Based on FY 2002 Budget				
	² 10 Months 4/30/2001, unadjusted & unaudited				
	³ Estimated for FY 2001 & FY 2001				

Water & Sewer Fund – Revenues, Expenditures & Retained Earnings



Cemetery Fund – Revenues, Expenditures & Retained Earnings



Five Year Summary of Cemetery Fund Revenues, Expenditures & Retained Earnings

		FY 2002 ¹	FY 2001 ²	FY 2000	FY 1999	FY 1998
Revenues						
	Burial Permits	\$15,000	\$16,650	\$15,400	\$19,625	\$18,550
	Sale of Cemetery Lots	1,050	1,100	0	7,975	18,475
	Sale of Perpetual Care	150	300	0	1,425	3,585
	Miscellaneous Revenue	50	45	40	68	883
		\$16,250	\$18,095	\$15,440	\$29,093	\$41,493
Operating Expenditures						
	Wages & Extra Help	\$ 57,880	\$ 40,433	\$ 49,838	\$ 54,522	\$ 58,070
	Employee Benefits	19,365	12,658	15,344	16,512	15,540
	Cemetery Maintenance	7,530	9,023	7,330	5,630	4,180
	Depreciation ³	3,400	2,878	3,454	3,482	3,241
	Total Operating Expenditures	\$ 88,175	\$ 64,992	\$ 75,966	\$ 80,146	\$ 81,031
	Net Operating Income (Loss)	\$ (71,925)	\$ (46,897)	\$ (60,526)	\$ (51,053)	\$ (39,538)
Non-Operating Revenues (Expenditures)						
	Interest Revenue	20,000	16,301	20,558	18,357	18,793
	Other	-	-	-	-	-
	Total Non-Operating Revenues (Expenditures)	\$ 20,000	\$ 16,301	\$ 20,558	\$ 18,357	\$ 18,793
	Net Income (Loss) Before Operating Transfers	\$ (51,925)	\$ (30,596)	\$ (39,968)	\$ (32,696)	\$ (20,745)
	Operating Transfers In	50,389	-	30,862	-	-
	Operating Transfers Out	-	-	-	-	-
	Net Income (Loss)	\$ (1,536)	\$ (30,596)	\$ (9,106)	\$ (32,696)	\$ (20,745)
	Increase (Decrease) in Retained Earnings	\$ (1,536)	\$ (30,596)	\$ (9,106)	\$ (32,696)	\$ (20,745)
	Retained Earnings, Beginning of Year	\$ 69,374	\$ 99,970	\$ 109,076	\$ 133,038	\$ 153,783
	Adjustment for previously expensed assets	\$ -	\$ -	\$ -	\$ 8,734	\$ -
	Retained Earnings, End of Year	\$ 67,838	\$ 69,374	\$ 99,970	\$ 109,076	\$ 133,038
	¹ Based on FY 2002 Budget					
	² 10 Months 4/30/2001, unadjusted & unaudited					
	³ Estimated for FY 2001 & FY 2002					

Town of Warrenton, Virginia

Schedule of Internal Funding or Transfers for FY 2002

Source of Funds – General Fund

- **Use of Funds** – Capital Projects Fund
- **Type of Funding** – Fund Transfer
- **Amount** - \$475,017

Purpose: The General Fund will provide funding of \$475,635 to help pay for FY 2002 Capital Projects. This item is shown as a line item transfer out in the General Fund – 4-100-93100-9201 and a source of funds in the Capital Projects Fund – 3-301-41050-0010.

Source of Funds – General Fund

- **Use of Funds** – Cemetery Fund
- **Type of Funding** – Fund Transfer
- **Amount** - \$50,389

Purpose: As noted in the Cemetery Fund's departmental analysis, the General Fund subsidizes the operation of the Town of Warrenton Cemetery. The amount of the General Fund transfer equals the difference between cemetery operating revenues and investment income and operating expenses. FY 2002 budgeted estimated expenditures total \$86,639. In addition to the transfer from the General Fund, operating revenues of \$16,250 and investment income of \$20,000 will be used to maintain the Town's cemetery.

Source of Funds – General Fund, Cemetery Fund, Water & Sewer Fund

- **Use of Funds** – Motor Pool Fund
- **Type of Funding** – Internal Service Fund Transfer
- **Amount** - \$325,227

Purpose: The Town of Warrenton established the Motor Pool fund to account for all costs associated with the operation and maintenance of the Town's motor vehicles and equipment used in municipal operations. While not a true fund, but an internal service fund, it derives, in the Town's case, no revenues. Costs are accumulated and charged to the individual department's vehicle expense line item at the end of the fiscal year based on actual use of motor pool vehicles and equipment.

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Budget Policy

Balanced Budget

The Annual budget shall be balanced in accordance with the laws of the Commonwealth of Virginia with current revenue equal to or greater than current expenses using the Town's Value and Mission statement and the following strategies in order of priority:

- improve staff productivity;
- increase or improve revenue collections;
- use fund balance for short term needs;
- reduce or eliminate programs or services;
- raise existing user fees based on costs of services provided;
- institution of new user fees;
- increase property tax rates.

The FY 2002 budget was balanced by continued productivity improvements Town-wide and by Council and staff focusing on the development of a rational forward looking plan to accomplish its goals.

Revenue Projections

All revenue projections or estimates shall be conservative in nature based on historical data and known trends and forecasts. All tax revenue estimates shall be based on reasonable Town adopted rates within the guidelines established by the Commonwealth of Virginia. Any new sources of revenues and new tax rates shall be adopted and included only after proper public comment and adoption by Town Council.

Expenditure Projections

All expenditures shall be based on actual known costs, reliable historical data or estimates provided after careful research and investigation by staff and Council. All expenditures, projects and reserves budgeted shall be included only if they are necessary and essential in the individual department's efforts to meet the goals and objectives established by Town Council.

Accountability for Costs

Department heads are expected to achieve a favorable budget variance, i.e., that actual expenditures are either equal to or less than the approved funding levels. The reallocation of funds between line items within a department is subject to the approval of the Town Manager

only after significant analysis and appropriate documentation. All other redirection of budgeted funds requires council approval.

General & Administrative Charges

Costs incurred by the general fund in handling or administering any proprietary funds, i.e., the Water & Sewer Fund and the Cemetery Fund shall be allocated according to generally accepted accounting principals and recognized in the computation of net earnings using estimates or rates developed from historical data.

General Fund Reserves

The General Fund balance should be adequate to handle unexpected revenue shortfalls and able to accommodate a reasonable level of extraordinary, unbudgeted expenditures. In December 1998, Council adopted a formal policy regarding General Fund Reserves setting required reserves at 15% of budgeted expenditures.

Each year available fund balance (carryover), the cumulative excess of revenues over expenditures, may be used as a source of funding to be applied to the next fiscal years budget. Growth in fund balance may not be used as a method of funding appropriations, and should be identified only when realized as a result of operations.

Investments

Investments made by the Town will be in accordance with the Investments for Public Funds Laws as set forth in Chapter 18 §2.1-328 of the Code of Virginia and further described in the Town of Warrenton Investment Policy, adopted January 10, 1995. Investment objectives stress safety, liquidity and return on all available funds. Each month a detailed investment report is provided to ensure Council is well informed of the Town's financial position. In addition, the Town's Finance Committee Chairman regularly reviews the Town's financial reports and offers comments concerning investment practices.

Procurement

All budgeted appropriations are subject to the competitive procurement process as detailed in the Virginia Public Procurement Act and further defined in the Town of Warrenton Purchasing Policies and Procedures, adopted July 1, 1991 and subsequently amended on September 13, 2000. The competitive process ensures that all public funds are expended prudently, after careful research and determination that goods and services being procured are done so at the least possible cost for the quality necessary or required to meet established specifications.

Debt Service Reserves

While no debt service reserves have been established, utility revenue projections are calculated annually to ensure that both principal and interest payments will be available for disbursement in addition to operating and capital expenditures of the water & sewer fund.

Utility Rates

Careful study has been and continues to be done to ensure that utility rates will generate sufficient revenue to cover operating expenses, debt service payments and fund depreciation to allow for capital replacement under the existing program.

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Significant Accounting Principles

Fund Types & Account Groups

Fund Type: **Governmental**

Fund Classification: **General and Special Revenue**

Fund Title: **General Fund**
 Neighborhood Improvement Fund

Governmental Funds account for the expendable financial resources, other than those accounted for in Proprietary and Similar Funds. The Governmental Fund measurement focus is on determination of financial position and changes in financial position, rather than on net income determination as would apply to a commercial enterprise. The individual Governmental Funds are:

General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

Special Revenue Fund accounts for the proceeds of specific revenue sources (other than those dedicated for major capital projects) requiring separate accounting because of legal or regulatory provisions or similar administrative action. Special Revenue Fund consists of the Neighborhood Improvement Fund.

Fund Type: **Proprietary**

Fund Classification: **Enterprise**

Fund Title: **Cemetery Fund**
 Water & Sewer Fund

Proprietary Funds account for operations in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds.

Enterprise Funds account for the financing of services to the general public where all or most of the operating expenses involved are recorded in the form of charges to users of such services. The Cemetery and Water & Sewer Funds are Enterprise Funds.

Fund Type: **Fiduciary**

Fund Classification: **Trust & Agency**

Fund Title: **Agency Fund**
 Retirement Fund

Fiduciary Funds (Trust & Agency Funds) account for assets held by a governmental unit as an agent or custodian for individuals, private organizations, other governmental units, or other funds. Fiduciary Funds consists of the Agency Fund and the Retirement Fund.

Account Groups

Account groups are used to account for general obligation long-term debt and general fixed assets. Long-term debt and fixed assets related to the Proprietary Fund are accounted for in this fund. General long-term debt and general fixed asset account groups are included herein.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the **General Fixed Assets Account Group**, rather than in governmental funds. Public domain (infrastructure) general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with the other general fixed assets. No depreciation is calculated on general fixed assets.

Long-term liabilities, expected to be financed from governmental funds, are accounted for in the General **Long-term Debt Account Group**, not in the governmental funds.

Basis of Accounting

Governmental Funds

Governmental Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to financial operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year end are considered deferred revenues. Sales taxes, which are collected by the State and subsequently remitted to the Town are recognized as revenues and receivables upon collection by the State, which is generally in the month preceding receipt by the Town. Licenses, permits and fines are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure.

Expenditures, other than accrued vacation pay not currently payable and interest on long-term debt, are recorded as related fund liabilities as incurred. Sick leave is recorded as an expenditure when paid. Interest on long-term debt is recognized when due except for interest due on July 1, which is accrued.

Proprietary Funds

The accrual basis of accounting is used for the Enterprise Funds. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred. The Town applies all applicable GASB pronouncements as well as FASB Statements and Interpretations, APB's and ARB's issued on or before November 30, 1989 unless these pronouncements conflict with or contradict GASB pronouncements.

Fiduciary Fund (Trust and Agency Funds)

Non-expendable Trust Funds are accounted for on a flow of economic resources measurement focus and utilize the accrual basis of accounting. Agency Funds utilize the modified accrual basis of accounting.

Budgets and Budgetary Accounting

Budgets are adopted for the General Fund, Special Revenue Fund and Enterprise Funds.

The Following procedures are used by the Town in establishing the budgetary data reflected in the annual budget document:

- Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain citizen comments.
- Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
- The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by Town Council. The Town Manager is authorized to transfer budget amounts within departments.
- Formal budgetary integration is employed as a management control device during the year for all funds.

- All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
- Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council. Several supplemental appropriations are necessary during the year.
- All budget data presented in the Comprehensive Annual Financial Report (CAFR) is the amended budget as of June 30.

Inventory

Inventory is valued at cost, which approximates market, using the first in/first out (FIFO) method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

Property, Plant and Equipment (Fixed Assets)

Property, plant and equipment purchased is stated at cost or estimated cost. Donated property is recorded at market value prevailing at date of donation. Depreciation for Proprietary Fund fixed assets is calculated using the straight-line method over useful lives of ten to fifty years. General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the assets capitalized in the General Fixed Asset Account Group. Public Domain (infrastructure) general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems are not capitalized. Such assets are immovable and of value only to the government.

FUNCTIONAL CLASSIFICATIONS

100	GENERAL FUND	70000	Contributions
11000	Legislative		53500 Welfare Social Services
	11010 Town Council		71300 Parks & Recreation
12000	General & Financial Administration		72600 Cultural Enrichment
	12110 Town Manager	80000	Planning & Community Development
	12210 Legal Services		81100 Planning & Zoning
	12420 Finance & Personnel		81400 Board of Zoning Appeals
	12600 Memberships & Dues		81500 Economic Development
	12700 Data Processing		81600 Architectural Review Board
13000	Board of Elections	90000	Non Departmental
	13100 Electoral Board		93100 Transfers & Reserves
30000	Public Safety		95100 Debt Service
	31100 Police Department	301	CAPITAL PROJECTS FUND
	32100 Fire & Rescue Services		94500 Capital Projects
	34100 Inspections		
40000	Public Works	302	NEIGHBORHOOD ASSISTANCE FUND
	41100 Public Works Administration		94100 Construction Costs
	41200 Street Maintenance	501	WATER & SEWER FUND
	41500 Arterial Street Maintenance		41340 Meter Reading
	41600 Collector Street Maintenance		45100 Source of Supply
	42300 Refuse Collection		45200 Transmission & Distribution
	42400 Recycling Program		45300 Wastewater Treatment Plant
	43200 Bldgs & Grounds Maintenance		45400 Public Utilities Administration

	43300 Parks Maintenance		45500 Capital Outlay
	95100 Debt Service		
501	WATER & SEWER FUND (CONT)		
	99100 Transfers & Reserves		
511	CEMETERY FUND		
	71400 Cemetery Expenses		
	93100 Transfers & Reserves		
601	MOTOR POOL FUND		
	12520 Motor Pool Operations		
731	AGENCY FUND		
735	RETIREMENT FUND		
801	FIXED ASSETS		
999	ACCOUNTABILITY		

Functional Classifications are used to separate activity centers within the Town's various departments and funds to enable its financial data to be compared to other jurisdictions in the Commonwealth in accordance with the Auditor of Public Accounts regulations.

EXPENDITURE CLASSIFICATIONS

PERSONAL SERVICES

1100-1399 Salaries & Wages

EMPLOYEE BENEFITS

2100 FICA Expense
2210 Retirement
2300 Health Insurance
2400 Life Insurance
2600 Unemployment Insurance
2700 Worker's Compensation
2810 Clothing Allowance
2830 ICMA Contribution
2840 Car Allowance
2850 Employee Incentive Program
2860 Accrued Leave Expense
2880 Fitness Program
2899 Miscellaneous Benefits

CONTRACTUAL SERVICES

3100 Professional Fees
3120 Independent Auditors
3150 Recording Costs
3160 Laboratory Services
3170 Pretreatment Testing
3200 Temporary Help Services
3310 Contractual Repairs
3311 ADA Building Modifications
3315 Construction Costs
3320 Maintenance Contracts
3330 Janitorial Service
3351 Repairs-3rd Street Building
3352 Maintenance Shed Improvements
3354 Repairs -Town Hall
3355 Lot Paving-Town Shop
3357 Rady Park Maintenance
3500 Printing
3600 Advertising
3701 Uniform Rental

3800 Prisoner's Board
3815 Share Landfill Operation
3901 Microfilm Records
3902 Burglar Alarm Contract
3990 Payments on Contracts
3991 Permit Fees

OTHER CHARGES

4200 Vehicle Expenses
5110 Electric Current
5120 Fuel
5210 Postage
5230 Communication
5302 Fire Insurance
5304 Equipment Insurance
5305 Automotive Insurance
5306 Surety Bond
5307 Public Official Liability Insurance
5308 General Liability Insurance
5410 Lease of Equipment
5420 Lease of Buildings
5430 Lease of Parking Lot
5510 Travel
5540 Training
5688 Contribution-Chamber of Commerce
5699 Contribution-Wherehouse
5690 Contribution-Planning Commission
5691 Contribution-Fauquier Housing
5692 Contribution-Community Group
5693 Contribution-Fauquier Community
Action
5694 Contribution-Fauquier Historical
Society
5695 Contribution-Veterans Memorial
5696 Contribution-CSC Study
5697 Contribution- Bluemont
5698 Contribution-Parks & Rec
5699 Contribution Rescue Squad
5810 Membership & Dues
5811 Virginia Municipal League

5812 Virginia Innovation Group
5813 Virginia Institute of Governments
5890 Public Relations

MATERIALS & SUPPLIES

6001 Office Supplies
6002 Food
6012 Subscriptions
6014 Automotive Tires & Tubes
6021 Motor Vehicle Licenses
6022 Service Charges
6023 Narcotics Fund
6024 Tools
6025 Chemical Supplies
6026 Engineering Supplies
6032 Repairs-Parking Lots
6035 Repair Parts-Signal Equipment
6051 Plastic Bags
6095 Replace Trash Receptacles
6097 Meters & Supplies
6098 Materials-Snow Removal
6099 Materials & Supplies
7001 E-911 System Contribution

CAPITAL EXPENDITURES

8011 Laboratory Equipment-Sewer
8012 Meters
8092 Walker Drive Construction
8098 Machinery & Equipment-Water
8099 Machinery & Equipment-Sewer
8201 Machinery & Equipment
8202 Furniture & Fixtures
8203 Communication Equipment
8205 Motor Vehicles & Equipment
8206 Construction Equipment
8207 Data Processing Equipment
8220 Tactical Squad Equipment
8221 Engineering Equipment
8251 Driveway Culverts
8253 Tree Program
8254 Replace Street Name Signs
8255 Replace Traffic Signs

6003 Agricultural Supplies
6004 Laboratory Supplies
6007 Repairs-Buildings & Grounds
6008 Gasoline, Grease & Oil
6009 Repairs-Equipment
6010 Police Supplies
6011 Wearing Apparel

8256 Sidewalks, Curbs, Gutters
8257 Street Improvements/Paving
8258 Storm Sewers
8261 Tree Planting-5th Street Lot
8263 Playground Equipment
8830 Water Plant/Well Improvements
8835 Sewer Plant Improvements
8866 Sewer Line Rehabilitation
8868 Water Line Replacement
8869 Sewer Line Construction
8901 Airlie Dam Project
8905 Rental Property Improvements
8997 Amortization Expense
8998 Depreciation Expense
8999 Depreciation on Fixed Assets

DEBT SERVICE

9111 Lease Purchase-Principal
9112 Redemption-1988 Bonds
9113 Redemption-1990 Bonds
9114 Redemption-1993 Bonds
9121 Lease Purchase-Interest
9122 Interest-1990 Bonds
9123 Interest-1988 Bonds
9124 Interest-1993 Bonds
9131 Service Charges-1980 Bonds
9132 Service Charges-1988 Bonds
9133 Service Charges-1990 Bonds
9134 Service Charges-1993 Bonds

TRANSFERS

9200 Transfer to Retirement Fund
9201 Transfer to Capital Projects Fund
9202 Transfer to Cemetery Fund

Functional Classification Descriptions

Description of all accounts, referred to as object codes, used by the Town of Warrenton. Each object code may be used by any department.

Personal Services

The costs for salaries, officers' compensatory time, overtime, and part time help.

1100 –

1399 Salaries – Regular full-time salaries of all personnel.

1300 Wages and Extra Help – All overtime and part-time salaries.

Fringe Benefits

2100 FICA Expense – Employer share of FICA and Medicare expense.

2210 Retirement – Employer and employee share of VRS (Virginia Retirement System) contribution.

2300 Health Insurance – Town share of Qual Choice premiums.

2400 Life Insurance – Town share of life insurance premiums.

2600 Unemployment Insurance – employer cost for an employee who files an unemployment claim. This is not normally budgeted.

2700 Worker's Compensation – employer's annual premium for worker's compensation.

2810 Clothing Allowance – cost of supplying clothing to police officers who are not issued uniforms.

2830 ICMA or Section 457 Retirement Program Contributions – employer's contribution

2899 Miscellaneous Benefits – usually the \$60.00 per employee allocated for the picnic and awards banquet expenses.

Contractual Services

These accounts are for those services provided by outside sources and not town personnel.

- 3100 Professional Services – Services provided by a professional such as doctors, attorneys, veterinarians and consultants. Also used for medical costs such as hospitals.
- 3310 Contractual Repairs & Maintenance – Those costs for repairs provided by others. Examples are Gore Electric for traffic signal repairs, Rick Hunt Ford when a vehicle has to be repaired in their shop, or repairs to office equipment that is not covered by warranty or maintenance agreements.
- 3320 Maintenance Contracts – Annual costs for maintenance agreements or warranty contracts. This is the annual fee for having equipment under a maintenance contract or buying a warranty agreement.
- 3330 Janitorial Services – Costs for outside cleaning companies to clean Town owned buildings.
- 3500 Printing – Costs for having items printed by an outside printing firm. This can also include the cost of paper to be printed on if the printer is supplying paper and printing and the bill is not broken down. Normally the paper costs would be under office supplies.
- 3600 Advertising – Charges by newspapers or magazines for advertising.
- 3701 Uniform Rental – The employer share for renting uniforms for employees. This also includes the rental of rags and floor mats.
- 3800 Prisoner's Board – Costs of detention for town arrests in the county jail.
- 3990 Payments on Contracts – Payments for outside services not covered elsewhere. Examples are centerline painting by an outside contractor or cutting of trees by an outside contractor. This account is normally used for those items not considered capital outlay that is done by a contract with a contractor and planned in advance.

Internal Services

The costs associated with internal services of the Town. At this time the only two internal services are the motor pool and data processing that is allocated out to each department annually for their prorated share.

- 4200 Vehicle Expenses – The annual cost of the motor pool for maintaining vehicles and equipment. All charges associated with the maintenance and repair of vehicles and equipment are allocated to this account at the end of the fiscal year.

Leases and Rentals

- 5410 Lease of Equipment – This account is used for the rental of equipment.

5420 Lease of Buildings – Charges for leasing buildings, trailers or storage space on a monthly basis.

5430 Lease of Parking Lot – Charge for leasing parking lots.

Other Charges

5110 Electric Current – Monthly electric bills.

5120 Fuel – Monthly bills for heating fuel, either gas or kerosene.

5210 Postage – Charges for mailing letters or packages.

5230 Communication – Monthly charges for long distance calls. The charges for leasing the equipment is charged to lease of equipment.

5304 Equipment Insurance – Annual premium for insuring selected equipment.

5305 Automotive Insurance – Annual premium for insuring all licensed vehicles.

5306 Surety Bond – Annual premium for insuring personnel.

5308 General Liability Insurance – Annual premium for insuring the Town.

5510 Travel – Charges for food, lodging, tolls, seminars and classes for out of town business.

5540 Training – Charges for the academy, physical fitness programs, in-service training for police officers, seminars and classes for all staff. Travel portion of these items should be charged to travel.

5810 Memberships and Dues – Charges for memberships and dues in specialized or professional organizations.

6001 Office Supplies – Costs of all office type supplies. May include small inexpensive office equipment. Office equipment with a value of \$500.00 or more is to be charged to capital outlay.

6002 Food – Charges for food for employees involved in emergencies or on scheduled overtime for projects that prohibit the employee from going home for that meal. Food purchases while traveling for the Town are charged to 5510.

6003 Agricultural Supplies – All charges for straw, grass seed, etc used at the cemetery.

6004 Laboratory Supplies – All charges for supplies, including glass, used in the lab. Charges for equipment, if under \$500.00, may also be charged to this account.

- 6007 Repairs – buildings and grounds – All charges for repair parts to a building and/or grounds. Charges for repairs that include labor are to be charged to 3310. Major repairs, such as structural changes, are to be charged to capital outlay.
- 6008 Gasoline, Grease And Oil – Charges for all purchases of gas, diesel fuel, kerosene not used for heating, grease of any type and oil of any type.
- 6009 Repairs to Equipment – Charges for repair parts for traffic signals, plant equipment at the water or sewer plant and shop equipment used to repair vehicles, etc. Repair parts for all other type equipment also are charged here. Repairs that which include labor are to be charged to 3310.
- 6010 Police Supplies – Charges for K-9 supplies, guns, ammunition, nightsticks, handcuffs, etc.
- 6011 Wearing Apparel – Charges for purchased uniforms (not rental uniforms), boots, gloves, safety vests, hats and goggles.
- 6012 Subscriptions – Charges for magazines, books, publications, etc.
- 6014 Automotive Tires and Tubes – Charges for the purchase of tires and tubes used on vehicles and equipment. Repairs for tires that include labor are to be charged to 3310.
- 6024 Tools – Charges for small tools used in daily operations and which have a value under \$500.00.
- 6025 Chemical Supplies – All charges for chemicals used for the treatment process of the water and sewer plants. For public works, the charges are for salt for roads.
- 6032 Repairs to Parking Lots – Charges for repairs to parking lots to include curb repairs.
- 6099 Materials and Supplies – Charges for all materials and supplies not charged to another account. For some departments not having another account, office supplies and small equipment may be charged here. This account is charged for paving materials for small paving jobs, materials used by mechanics in their operations, etc.

Capital Outlay

These object codes, beginning with 8000, are used for the purchase of any item with a value of \$500.00 or greater that are not a cost of day to day operations. Examples are furniture, equipment, vehicles and fencing. These object codes may also be used for major repairs of equipment or buildings or for the construction of water/sewer lines, major paving of streets, etc. They are not to be used for day to day repair parts, small paving or patching jobs, K-9 supplies, etc. Charges directly associated with the purchase of a new vehicle, such as bar lights, are also charged here. Capital outlay object codes are not to be used for replacement purchases. Replacement purchases should be charged to the proper repair account.

FY 2002 Budget Procedures & Schedule

October 27, 2000

MEMORANDUM

TO: All Department Heads and Superintendents

FROM: John A. Anzivino
Town Manager

SUBJECT: Fiscal Year 2001-2002 Budget Procedures and Schedule

Welcome to the beginning of the Fiscal Year 2001-2002 budget process – a process which may challenge us all. We have passed the test of moving into the new millennium and now it is time to put on our budget hats once again. For each of the last five years there has been an increasing interest on the part of the citizens and elected officials to be more involved in the process and to make more informed decisions. As we move through the budget preparation effort this year, let us not forget that this is not my budget, your budget or anyone in particular's budget – it is a budget for the Town and must meet the service needs of the citizens and businesses we serve. To this end, I expect that the process may not be as fluid as it has been in the past, although I expect each one of you to do your usual excellent job of defining the needs of your particular function and finding ways to meet those needs as creatively as possible.

Over the years, the Town's budgets have evolved from being a group of pages loosely packaged and handed to Council with a verbal description of what increases in revenues and expenditures were anticipated to a nationally-recognized and more complete, more citizen-friendly document which identifies goals, adequately describes programs and explains services provided to meet the needs of our citizens. This has not been accomplished without your help and we should be proud of that effort. While a great deal has been accomplished in developing a format for budgets that are written in simple terms and that our citizens can understand and even though we have received awards for our presentation of the budget, we, as a staff, need to continue to work on further improving the document.

As you all know, over the last three years, each Town-directed department has begun to set goals which their budget has been geared to. These goals, which were derived from broader, community-wide goals established by the Council and the Town's vision statements, plans and/or policies have served to guide the development of each department's budget as programs were developed and projects planned and implemented. In the past two years each department has also added performance measurements and performance targets that have been monitored to ensure that the goals you have established and Council approved are being met.

As I noted last year and the year before, it is my intent to handle our continued development of performance measures over a two to three-year period and compare the Town to other communities to determine if we are at the norm, above or below accepted standards for performance in the area and across the state.

This year each department head will continue to work toward refining the more general goals and develop objectives with more measurable units, so that progress in each program can be more quantitatively measured and successes rewarded and shortcomings identified and improved upon. This process continues an effort we have been working toward over the years and will allow each of us, as stewards of the public's funds, to better track our efforts during the budget year and to measure and report our success at year's end.

Each department has now been through this exercise twice and, consequently, improving the previously developed performance measurements should continue to be an easier task. However, some examples for reference purposes and to refresh your memories in this area are still appropriate. As you know, the Finance and Personnel Department handles many processes on a routine basis (i.e., tax bill collection, payroll, accounts payable, utilities collections, etc.). There are accepted rates of collections internally, statewide and nationally for various types of revenue collection transactions and these could be used as the framework to better develop goals and measures in this area. In the area of public works and utilities, goals and measures may be more easily quantified per function (i.e., street paving, refuse collection, water and sewage treatment, infiltration/inflow repair and waterline replacement). In the area of police work, cases closed per investigator, numbers of miles patrolled on foot, by bike and by vehicle as well as crime seminars held, public contacts, etc. are measures that can be utilized which all lead to meeting the goal of keeping crime at or below current day levels.

I again realize each of you may be dealing with your department's budget in this manner for the third time and in some cases, the information may still seem somewhat obtuse. However, both Rick Heartley and I are prepared to assist you in developing these goals and measurement devices in a clearer, better-defined format if you need help. If you are confused and do not think you need our assistance, however, go back to the current budget document. This should help refresh your memory.

In the new year's budget if you have new program elements or major purchases you need to make, please make sure that these are adequately documented and explain how they relate to our goals and your program. At the same time please examine your routine requests to see if money can be saved via use of new products, techniques, etc. As is the case from previous years, and as noted earlier, our income will not expand significantly and Council wishes us to be as

economical as possible. Consequently, all internal priorities, let alone new programs, may not be able to be met or funded.

There are several routine administrative items you must be aware of as you begin development of your budget for the next year. Be advised that the schedule that is attached **must be adhered to** due to time constraints, statutory limitations and Council desires. For most of you, some thought should have been given to your budget already so written preparation of the document may continue to be the most difficult part of the task. As a reminder, please recall that a full explanation, as noted above, in conjunction with new requests for equipment, personnel, etc. must be submitted so that we can prioritize the request submitted. In regard to this issue, please note again that only true needs or mandated requirements can be reflected in my recommended budget to Council due to limited revenue growth.

Also, please prepare your department's budget with the Town's Mission Statement, the Council's goals, the Comprehensive Plan's goals and other plan or policy-established goals in mind. These items, which we, the staff, the Council and the citizens of the community have had an opportunity to develop, serve as measures of identified needs as well as an indication of what the desires of the community are. As you identify projects and/or purchases to meet these needs, consideration should also be given to any engineering studies that have previously been completed or are ongoing which identify projects. If necessary, these items should be included in the Town's Capital Improvements Program (CIP) , developed by the Town's Director of Planning and Community Development, Ray Ocel. In addition, project costs for the CIP in the upcoming year must be updated utilizing appropriate inflation factors and reflecting changes in the projects that have occurred.

Finally, please provide the following in accordance with the attached schedule. This includes:

- A. **A departmental budget keyed to the Town's budget system.** Attached to this memorandum you will find a copy of your current year's budget and budgets under your jurisdiction with budget items and expenditures through September 30, 2000. This sheet shall be returned to Fran Hatcher, the Director of Finance and Personnel, with **all line item requests typed in accordance with the attached schedule.** If you have problems or questions concerning any aspect of the line items, please contact Ms. Hatcher. As in the past, computations in conjunction with insurance needs, fringe benefits, and all other insurance, personnel and fixed costs including cost of living increases will be calculated by the Finance Director. Requests for additional personnel must be detailed concerning the nature of the position, the job description and why the position is necessary. Also, you recently received an updated "Chart of Accounts" for your use. This list will help you identify what goes where in regard to line items. In addition, if you have any questions concerning placement of line items or certain purchases and what line item they fit into, please contact Fran Hatcher. She is there and is prepared to help you.
- B. **Narrative Description of your budget as indicated on the attached sheet "Attachment B."** The description submitted as part of your budget request shall highlight the major increases requested and why they are necessary to operate your

department effectively in the upcoming year. Information provided will be utilized to give the Council a general idea of what your needs are and will be, if deemed appropriate, included in the Manager's budget submitted to Council in accordance with the Code. This information will be available to the public, and consequently, it will be important to those people who review the budget, both at the Council level and the general citizenry to have it placed in clear, concise and readable fashion so that proper interpretation of needs can take place. Therefore, **this submission must be typed and, if possible, placed on diskette for easy transfer.** New services should also be described and potential sources of new revenues, if there are any, in the form of fee increases, charges, fines, etc., should be explained so that we may better analyze them for potential utilization by the Town. If your department does not assess any of the fees, etc. above, you may pass this particular section by.

If you wish to submit additional information providing greater detail in conjunction with your budget request, this will also be forwarded to Council as part of their overall budget package. I believe that this year it will be more important than ever to document trends in our programs as part of our supporting information. Trends such as infiltration/inflow, loss of water, complaints filed, traffic citations written, crime rates, etc. all over a ten-year period may be important in describing the success of your efforts and the need for continued investments in the coming year. A lack of adequate information in the budgetary process can lead to misunderstandings, improper evaluation of your needs and failure for you to receive the funds necessary to adequately operate your department. Consequently, anything that you can do to provide the Finance Director, myself and, subsequently, the Council with information which can be provided the public will be greatly appreciated. Finally, as part of this description, **we will also need to know when major expenditures are planned** so that we may better plan our cash flow and investments throughout the year. Consequently, we would appreciate a general description of when purchases or projects in excess of \$5,000 are planned. This includes construction projects and consulting services as well as planned equipment purchases.

- C. A list of goals and performance measures, as previously noted, which tie into the Council's adopted mission statement, Council's adopted goals, goals of the Comprehensive Plan or other goals included in reports and adopted by Council.
- D. A breakdown of existing employees per budget, per job description classification.
- E. **Budget Schedule.** The budget schedule which follows and which has previously been provided to you, shall be adhered to:

Fiscal Year 2002 Budget Schedule

<u>DATE</u>	<u>EVENT</u>
October 27, 2000	Package of Budgetary Instructions Delivered to Agencies and Departments.
December 1, 2000	Funding Requests Submitted to Finance Director.
December 22, 2000	Draft Budget Completed by Finance Director and submitted to Town Manager
December 22, 2000- February 15, 2001	Town Manager's Review of Draft Budgets and preparation of recommended budget.
February 15, 2001	Delivery of Proposed Budget to Council.
March, 2001	Worksessions on Proposed Budget.
Tuesday, April 10, 2001	Proposed Date for Public Hearing on Budget.
Not later than April 30, 2001	Rate and adoption of FY 2001 budget so that tax bills can be prepared and mailed by second week in May.

As noted, please submit your information as requested to Mrs. Hatcher no later than December 1, 2000.

In addition, if you have questions concerning this process or the budget in general, please do not hesitate to contact her as well.

I shall look forward to hearing from you and working with you as we move through this process.

TOWN OF WARRENTON
FISCAL YEAR 2002 BUDGET REQUEST

DEPARTMENT _____

NOTE: USE AS MANY SHEETS AS NECESSARY. YOU ARE NOT RESTRICTED TO THESE FORMS.

Narrative description of problems, needs, etc. which justify major increases in budget:

Describe what services will be provided with additional funds:

If additional personnel are required, where will you house them?

Potential sources of new revenue that may be used to support your budget request:

Please describe in detail what types of office equipment, furniture, etc. is proposed by your department:

Additional comments and information: (Use more sheets, if necessary)

Please list the goals of the agency as they relate to the prepared budget.

Please list all employee positions (filled and vacant) by classification and by number filled and vacant for each classification. Note any new positions requested and describe why they are important to maintaining or expanding the department/ agency's services.

Please list all significant accomplishments of your department, section or agency that have occurred in the first half of the current fiscal year (FY 1999/2000).

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Governmental Revenues By Source – Ten Year History

	FY 2002 ¹	FY 2001	FY 2000	FY 1999
General Property Taxes	\$658,424	\$1,058,389	\$1,462,138	\$1,638,136
Other Local Taxes	3,372,902	2,250,187	3,550,361	3,228,455
Permits, Privilege Fees & Licenses	104,410	235,245	134,462	109,590
Fines & Forfeitures	90,000	54,042	104,505	96,790
Revenue from Use of Money/Property	192,283	311,366	292,579	279,250
Miscellaneous Revenue	60,190	916,133	199,074	64,374
Non-Categorical Aid	568,746	330,811	226,458	21,477
Categorical Aid	995,921	697,288	928,764	617,305
Revenue from Federal Government	0	0	22,848	0
Non-Revenue Receipts	0	0	0	0
Total General Fund Revenue	\$6,042,876	\$5,853,461	\$6,921,189	\$6,055,377

Governmental Revenues & Other Local Taxes By Source – Ten Year History

	FY 2002 ¹	FY 2001 ²	FY 2000	FY 1999
Property Tax	\$658,424	\$1,058,389	\$1,462,138	\$1,638,136
Sales Tax	238,000	158,908	244,592	166,924
Utility Tax	691,500	623,450	680,214	527,989
Franchise Tax	430,000	96,834	424,963	436,984
Meals Tax	931,604	742,408	977,125	847,618
Transient Occupancy Tax	107,000	82,577	125,939	81,705
BPOL (Business License Tax)	644,298	259,669	750,026	802,613
Motor Vehicle Licenses	105,500	123,197	118,153	110,116
Cigarette Tax	225,000	163,144	229,349	215,151
Total Local Governmental Revenues	\$4,031,326	\$3,308,576	\$5,012,499	\$4,827,236
¹ Estimated				
² 10 months				

Assessed Valuation of All Taxable Property – Ten Year History

		FY 2001	FY 2000	FY 1999
Real Estate		\$518,185,100	\$503,124,600	\$488,175,500
Personal Property ¹		43,931,350	43,931,350	42,111,093
Public Service Corporations:				
Real Estate		22,285,009	21,175,057	21,121,628
Personal Property ¹		34,350	32,731	25,051
Total Value		\$584,435,809	\$568,263,738	\$551,433,272
¹ Assessments based upon 100% of Full Market Value on January 1 of the preceeding year.				

Governmental Revenues By Source – Ten Year History

FY 1998	FY 1997	FY 1996	FY 1995	FY 1994	FY 1993
\$1,678,689	\$2,058,698	\$1,546,250	\$1,468,480	\$1,427,945	\$1,428,552
176,806	175,642	147,669	136,840	124,213	111,561
614,057	608,324	568,906	551,251	455,791	535,840
403,473	400,043	212,381	266,227	165,985	136,865
864,012	815,876	769,446	784,715	733,627	702,635
101,620	92,106	79,554	84,718	80,082	72,356
743,466	1,070,772	568,504	559,798	563,721	549,893
103,694	97,406	90,540	88,084	85,340	83,752
224,986	220,433	240,104	236,969	168,061	171,416
\$4,910,803	\$5,539,300	\$4,223,354	\$4,177,082	\$3,804,765	\$3,792,870

Governmental Revenues & Other Local Taxes By Source – Ten Year History

[illegible]

Assessed Valuation of All Taxable Property – Ten Year History

FY 1998	FY 1997	FY 1996	FY 1995	FY 1994	FY 1993
494,471,767	456,344,859	449,934,039	439,431,773	419,054,529	445,706,774
37,810,338	29,149,434	28,688,286	25,566,628	25,598,831	26,056,841
\$1,675,689	\$2,058,698	\$1,546,250	\$1,468,480	\$1,427,945	\$1,428,552
532,282,105	485,494,293	478,622,325	464,998,401	444,653,360	471,763,615

General Fund Sources of Revenue

General Property Taxes

General Fund Revenues for FY 2002 total \$6,042,876.

Revenue Description:
FY 2002 Estimate

General Property Taxes
\$658,424

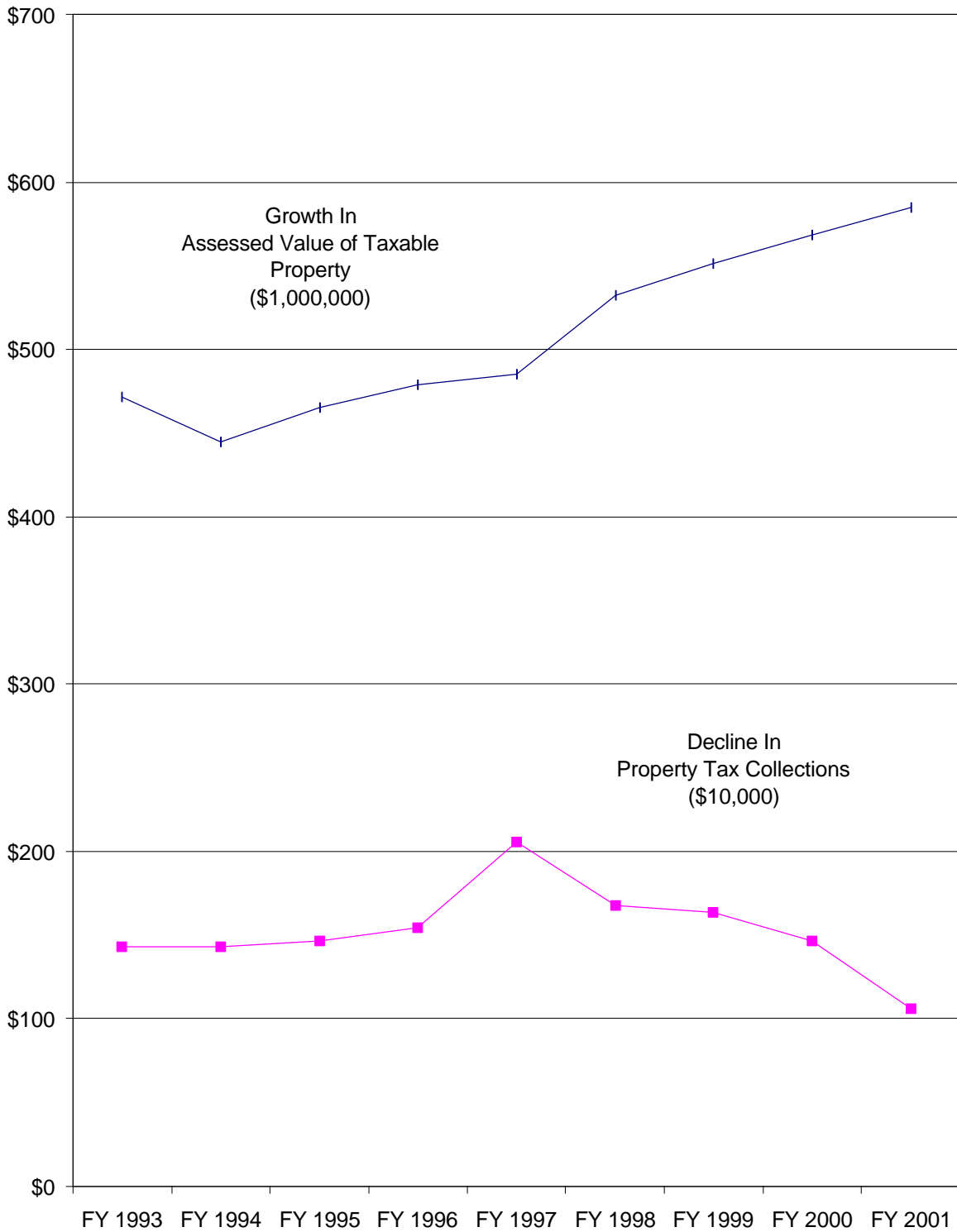
FY 2002 Adopted Property Tax Rates

Property Category	Tax Rate (per \$100 assessed valuation)	Assessment Ratio
Real Estate	\$0.05	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.00	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.00	100%
Business Personal Property & Computers	\$1.00	100%

Ten Year History of Property Tax Rates (per \$100 of assessed value)

Tax Year	Town of Warrenton		Fauquier County	
	Real Estate	Personal Property	Real Estate	Personal Property
2002	0.05	1.00	1.06	4.65
2001	0.115	2.25	1.06	4.65
2000	0.14	2.25	1.06	4.65
1999	0.17/0.14	2.25	1.06	4.65
1998	0.18	2.25	1.03	4.65
1997	0.18	2.40	1.03	4.70
1996	0.18	2.50	1.03	4.80
1995	0.18	2.50	0.93	4.90
1994	0.18	2.50	0.93	4.20
1993	0.18	2.50	0.88	4.00

Growth in Property Tax Assessments/Decline in Property Tax Revenues



The above chart illustrates the growth in the Town's real and personal property tax base as well as the overall decline in tax revenues resulting from 4 consecutive years of lowered tax rates. Even with the overall decline in real estate values experienced regionally in 1991, it is clear the Town has enjoyed steady growth in property assessments over the last decade. While general property tax revenues account for 10.9% of General Fund revenue in FY 2002, down significantly from the 23.7% in FY 2001, the Town continues to be conservative in its annual budgetary estimates.

In projecting real estate property tax revenues, the Town relies on assessed value projections prepared by Fauquier County that uses the following factors in determining property values:

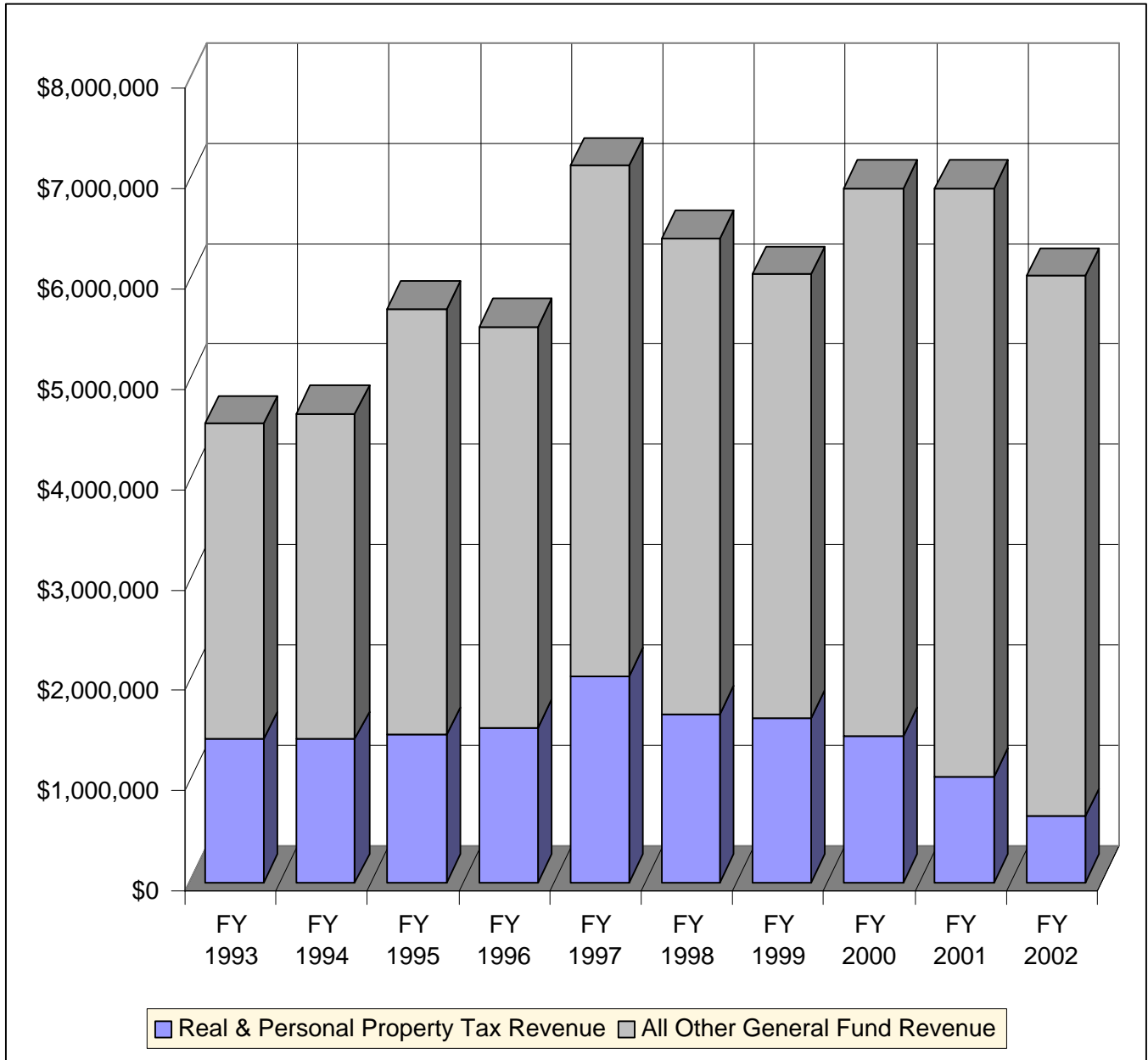
- previous year's tax base
- cumulative values of all property reassessed during the year
- estimates of new construction

Growth in New Construction – FY 1997-FY 2001

	FY 2001 (10 Months)		FY 2000		FY 1999		FY 1998		FY 1997	
	# of Permits	Dollar Value	# of Permits	Dollar Value	# of Permits	Dollar Value	# of Permits	Dollar Value	# of Permits	Dollar Value
Commercial - New Construction	2	\$ 2,272,188	5	\$ 721,000	5	\$ 4,111,540	4	\$ 889,630	5	\$1,807,828
Commercial - Alterations	61	1,062,696	71	2,428,346	69	2,820,320	82	2,018,828	84	1,829,767
Residential - New Construction	32	11,379,682	92	8,772,300	80	7,886,000	69	6,910,225	63	4,745,800
Residential - Alterations	167	1,940,669	136	777,820	106	773,481	116	906,168	112	936,968
School Construction & Alterations	5	75,750	10	1,651,679	9	7,909,442	4	93,227	0	-
Hospital Alterations	5	836,303	5	84,224	6	1,452,990	4	186,915	1	280,000
Totals	272	\$17,567,288	319	\$ 14,435,369	275	\$ 24,953,773	279	\$11,004,993	265	\$9,600,363

In projecting personal property tax revenues, the Town adds prior years total assessments and factors in growth estimates based upon historical trends. Additionally, over the past decade the Town has averaged collecting approximately 97.4% of all general property taxes assessed.

Reliance on Real Estate & Personal Property Tax Revenue – General Fund



Real Estate Assessed Values

Taxable Property Values - Real Estate				
Tax Year	Land Value	Building Value	Total Value	# of Parcels
1990	170,340,100	220,774,500	391,114,600	2,696
1994	186,852,600	242,659,100	429,511,700	2,932
1995	186,140,800	251,452,700	437,593,500	2,942
1996	186,146,600	264,468,300	450,614,900	2,933
1997	186,079,300	273,077,800	459,157,100	2,977
1998	189,419,600	287,366,000	476,785,600	3,055
1999	189,643,600	298,531,900	488,175,500	3,124
2000	193,323,200	309,801,400	503,124,600	3,231
2001	196,117,800	322,067,300	518,185,100	3,310
Exempt Value of Properties - Real Estate				
Tax Year	Land Value	Building Value	Total Value	# of Parcels
1990	16,365,900	64,631,158	80,997,058	112
1994	22,173,000	86,589,300	108,762,300	146
1995	21,796,200	86,589,700	108,385,900	151
1996	23,355,200	89,182,200	112,537,400	172
1997	24,304,100	91,496,600	115,800,700	175
1998	26,909,100	105,428,400	132,337,500	178
1999	27,644,300	107,210,000	134,854,300	180
2000	27,933,700	111,918,100	139,851,800	184
2001	28,054,100	120,795,700	148,849,800	181
Source: Fauquier County Commissioner of Revenue				

General Fund Sources of Revenue
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<i>Other Local Taxes</i>

FY 2002 Adopted Tax Rates & Budgeted Revenues

Revenue Description:	Local Sales Tax
FY 2002 Estimate:	\$238,000

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. These revenues are collected by the Commonwealth of Virginia Department of Taxation along with the 3.5% state sales and use tax. Fauquier County receives 50% of local sales tax collections with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year's receipts and projected increases in retail sales based on historical trends and State revenue budget projections. Local sales tax revenue account for 3.9% of the Town's general fund budget.

Revenue Description:	Consumer Utility Taxes
FY 2002 Estimate:	\$691,500

The Town levies a consumer tax on telephone utilities as follows:

Residential	20% of the first \$15 monthly bill.
Commercial/Industrial	20% of the first \$100 monthly bill.

The Town levies a consumer tax on electric utilities as follows:

Residential	20% of the minimum monthly charge imposed plus \$.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial/ Industrial	20% of the minimum monthly charge imposed plus \$.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.

The Town levies a consumer tax on natural gas utilities as follows:

Residential	20% of the minimum monthly charge imposed plus \$.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial/Industrial	20% of the minimum monthly charge imposed plus \$.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

Revenue estimates are based on prior year's revenues and adjusted in accordance with estimated population charges. Consumer utility taxes are a significant source of revenue for the Town growing steadily over the past decade to its current 11.4% contribution to total general fund revenue.

Revenue Description:

**Business, Professional, Trade or
Occupational License (BPOL)
\$644,298**

FY 2002 Estimate:

The Town requires every business located within the corporate limits to pay an annual license tax based upon the business's prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State:

***Town of Warrenton Business, Professional, Trade or Occupational License (BPOL) Tax Rates –
FY 2002***

Business Category	FY 2002	FY 2001	FY 2000	Maximum Allowed by State Law
Business, personal & repair services	18.70¢	18.70¢	22.00¢	36.00¢
Contractors	8.50¢	8.50¢	10.00¢	16.00¢
Professional, financial & real estate services	29.75¢	29.75¢	35.00¢	58.00¢
Retail	10.00¢	11.90¢	14.00¢	20.00¢
Wholesale	4.25¢	4.25¢	5.00¢	5.00¢

While this tax and the associated revenue is closely tied to the success of the business community, the actual revenue received over the past ten years has been relatively stable amounting to a significant portion of the General Fund Budget. Beginning in FY 2000, with a 15% across the board decrease in the BPOL tax rates mandated by Council, followed in FY 2001 with an additional 13% reduction in the retail tax rate, the Town continues to place less reliance on this revenue source. Revenue estimates are developed focusing on prior year's receipts, rate changes and general economic trends.

Growth In Business License Revenues

Fiscal Year	Total General Fund Budget	Total BPOL Budgeted Revenues	% of Budget derived from BPOL Revenues
2002	\$6,042,876	\$644,298	10.66%
2001	\$5,868,027	\$550,008	9.37%
2000	\$5,712,553	\$595,000	10.42%
1999	\$5,909,277	\$700,000	11.85%
1998	\$5,750,321	\$641,000	11.15%
1997	\$5,649,141	\$561,000	9.93%
1996	\$5,923,658	\$568,504	9.60%
1995	\$4,734,308	\$560,000	11.83%
1994	\$4,418,544	\$520,000	11.77%
1993	\$4,371,998	\$520,000	11.20%

Revenue Description:
FY 2002 Estimate:

Franchise Fee Utilities
\$90,000

In prior years, The Town levied a franchise fee on all public utilities providing services to Town Citizens. Effective January 1, 2001, the franchise fee for electric and natural gas utilities became known at the “local consumption tax” due to state law changes, and is in lieu of the gross receipts tax previously imposed by localities on public utilities. Annual budget estimates are based on historical data and account for 1.5% of general fund revenues. The full impact on general fund revenues due to the change in the basis of the electric and natural gas tax being changed from gross receipts to consumption has not been determined.

The FY 2002 tax rate for the local electric utility consumption tax, as set by the Commonwealth is:

Level of Consumption	Tax Rate
First 2,500 kWh delivered	\$0.00038 per kWh
Over 2,500 but less than 50,000 kWh	\$0.00024 per kWh
In excess of 50,000 kWh	\$0.00018 per kWh

The FY 2002 tax rate for the local natural gas utility consumption tax, as set by the Commonwealth is \$0.004 per 100 cubic feet (CCF) delivered per month on the first 500 CCF.

The FY 2002 gross receipts tax on telephone utilities remains at one-half of one percent of the gross receipts.

Revenue Description:
FY 2002 Estimate:

Motor Vehicle Licenses
\$105,500

The Town requires a motor vehicle decal to be placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. Annual budget estimates are based on historical data and account for 1.7% of general fund revenues for FY 2002.

Revenue Description:
FY 2002 Estimate:

Bank Stock Tax
\$340,000

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The Town's current rate is 80¢ per \$100 of net capital. Annual budget estimates are based on historic data and have increase steadily over the last three fiscal years to account for nearly 5.6% of FY 2002 General Fund revenues.

Revenue Description:
FY 2002 Estimate:

Meals & Transient Occupancy Tax
\$1,038,604

The Town levies a 4% local tax on meals and lodging. A significant source of revenue, representing 17.2% of FY 2002 General Fund budget, is largely dependent on the regional travel and tourism economy. Collected for the first time in FY 1987, revenues have been consistent, often showing a direct relation to general economic fluctuations. FY 2002 revenues are estimated conservatively with emphasis on historical trends and current economic projections. However, it is clear that the reliance on this revenue source as a percentage of local government revenues have increased.

Revenue Description:
FY 2002 Estimate:

Cigarette Tax
\$225,000

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY 2002 tax rate is 7.5 mills (.0075¢) per cigarette or 15¢ per packet. First levied in FY 1992, revenue has been consistent despite a tax rate increase in FY 1995. In FY 2002, cigarette tax revenues are expected to account for 3.7% of all General Fund revenues.

Note: All local taxes levied are specifically authorized under the laws of the Commonwealth of Virginia at varying allowable levels.

General Fund Sources of Revenue

Other

The balance of General Fund revenues for FY 2002 equal \$2,011,550 or 33.3% of total General Fund revenues. These revenue sources consist primarily of reimbursements, aid or grants from the Commonwealth of Virginia and Federal Government, fines, investment income and miscellaneous user fees. The previous Governmental Revenues by Source detail section of this document contains historical data for the last decade for each line item.

Revenue Description:	Permits, Fees & Licenses
FY 2002 Estimate:	\$104,410

This revenue source consists primarily of user and permit fees for building or planning related items. The Town recently adopted a new fee schedule based upon an internal study of similar fees charged by other jurisdictions within the Commonwealth. Prior year actual receipts are used as a basis for budget estimates adjusted according to estimates of building activity in conjunction with any changes in established rate schedules.

Revenue Description:	Fines & Forfeitures
FY 2002 Estimate:	\$90,000

Court Fines & Forfeitures are traffic, civil and criminal fines received from General District and Circuit Courts. Parking Fines are those assessed by the Town Police Department and collected by the Town. FY 2002 revenue estimates are up 11% due in part to the continued enforcement efforts of the Warrenton Police Department.

Revenue Description:	Revenue from Use of Money/Property
FY 2002 Estimate:	\$192,283

Interest and investment revenue fluctuates with the general economy and the level of the Town's cash balance. The 24% decrease in this revenue line item for FY 2002 continues to reflect a conservative history of estimating this item, a projected slight decrease in interest and investment yields and the reduction in cash reserves due to planned use in upcoming construction projects. Rental Income from lease of General Fund property is reflected in this line item and based upon current lease agreements.

Revenue Description:	Miscellaneous Revenue
FY 2002 Estimate:	\$60,190

This revenue category consists primarily of recycling income, recovered costs, revenue from sale of plastic trashcan liners and sale of miscellaneous material and supplies. Estimates are based on historical data and reflect a small increase for FY2002.

Revenue Description:
FY 2002 Estimate:

Non-Categorical Aid
\$568,746

Receipts from the Commonwealth that are not earmarked for a particular program are grouped in this category. For FY 2002, this revenue sources consists of the following items:

ABC Profits	\$19,000
Motor Vehicle Rental Tax	50,000
Rolling Stock Tax	65
PPTRA Revenue	499,681
Total Non-Categorical Aid	\$568,746

ABC profits consist of the Town's share of the Virginia Department of Alcohol Beverage Control profits. A 5% tax on short-term vehicle rentals are collected by the Virginia Department of Motor Vehicles and then returned to the locality in which the rental took place. Rolling Stock taxes are levied on railroads with rail lines located within the corporate limits.

The majority of non-categorical aid consists of reimbursements under the 1998 Personal Property Tax Relief Act. Beginning in 1998, personal property tax on qualified vehicles valued at \$1,000 was eliminated. Also beginning in 1998 the percentage of personal property tax to be eliminated was to be phased in from 1998 to 2002, when the tax on qualified vehicles will be eliminated. Localities receive the full value of the tax eliminated from this act directly from the Commonwealth as opposed from the taxpayer. The current estimate of personal property tax on qualified tax to be eliminated in FY 2002 is 70%.

Estimates for non-categorical aid are based on State budgetary forecasts provided to local governments.

Revenue Description:
FY 2002 Estimate:

Categorical Aid
\$995,921

This revenue category reflects all grants and reimbursements due from the Commonwealth and Federal Government that are to be expended by the locality for specific programs. Dollar amounts in this category are based on specified reimbursement rates and previously approved grants and vary from year to year based upon program availability and established reimbursement rates. FY 2002 items include:

DCJS Law Enforcement Grant	\$155,875
Street & Highway Maintenance	726,546
Litter Control	2,500
Distribution of Fire Programs	7,000
Virginia Commission for the Arts	5,000
Loudoun Transit	80,000
Miscellaneous Grants	19,000
Total Categorical Aid	\$995,921

Revenue Description:
FY 2002 Estimate:

Non-Revenue Receipts
\$0

Fund Balance Transfers or Transfers from Reserves are an application or use of prior fiscal years unappropriated fund balance to fund FY 2002 appropriations.

Function:	Governmental
Fund:	General
Department:	

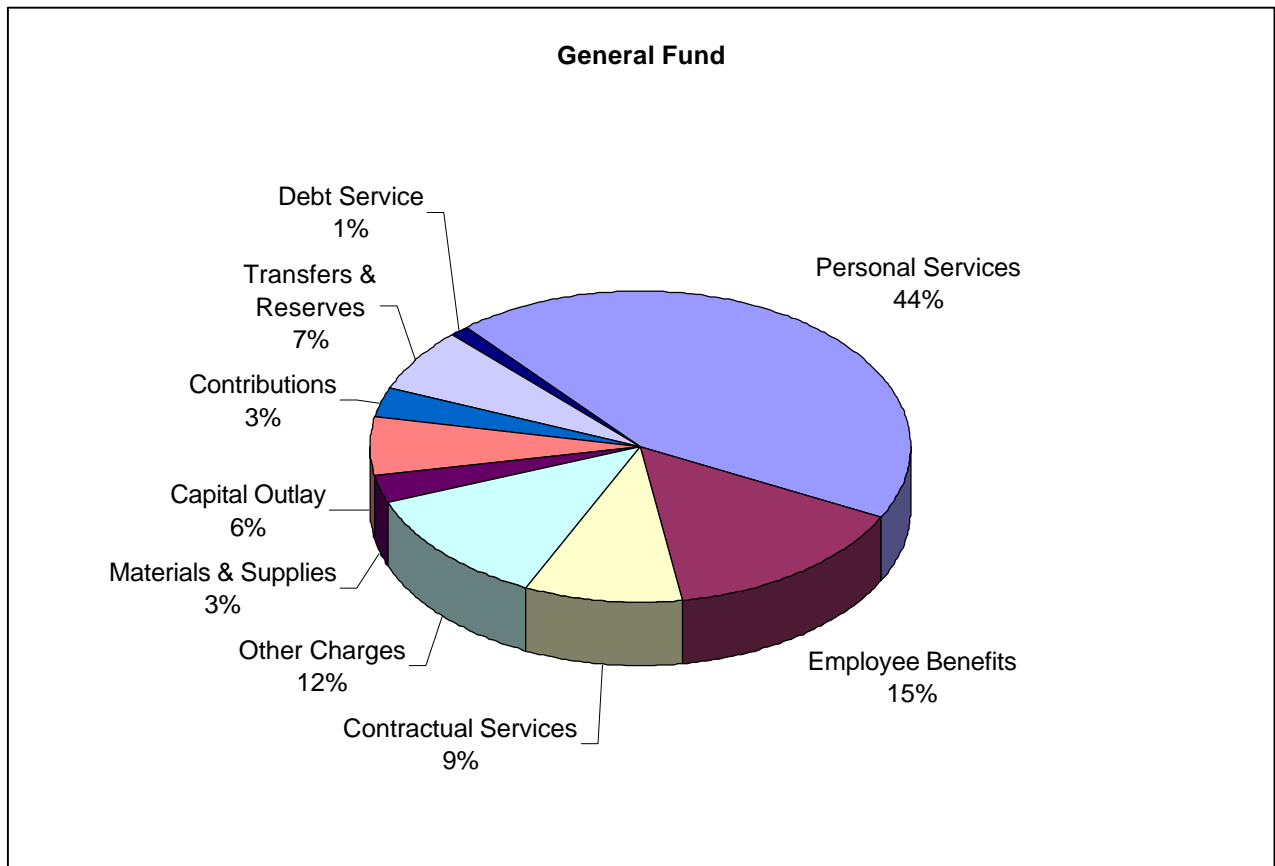
Program Description

The General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

Manager's Message

The General Fund is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide to their citizens. This budget represents expenditures of \$6,042,876 for FY 2002, an increase of \$174,849 or slightly less than 3% over the current fiscal year.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$2,387,886	\$2,549,341	\$1,941,886	\$2,627,047	\$77,706
Employee Benefits	745,104	896,213	667,610	917,090	20,877
Contractual Services	660,409	524,366	449,135	569,349	44,983
Other Charges	692,340	744,533	414,905	733,566	(10,967)
Materials & Supplies	153,278	168,807	104,816	165,463	(3,344)
Capital Outlay	411,153	334,054	110,730	383,503	49,449
Contributions	228,659	124,350	136,777	174,950	50,600
Transfers & Reserves	1,240,145	509,507	2,965	406,017	(103,490)
Debt Service	24,751	15,856	38,514	65,891	50,035
Total	\$6,543,725	\$5,867,027	\$3,867,338	\$6,042,876	\$175,849

Personnel Summary

Full Time	64.0	63.1	63.1	63.1	0.0
Part-Time	9.5	10.5	10.5	10.5	0.0
Total	73.5	73.6	73.6	73.6	0.0

Function:	Legislative
Fund:	General
Department:	Town Council

Program Description

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor who serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council, but does not vote in the Council meetings except in the case of a tie.

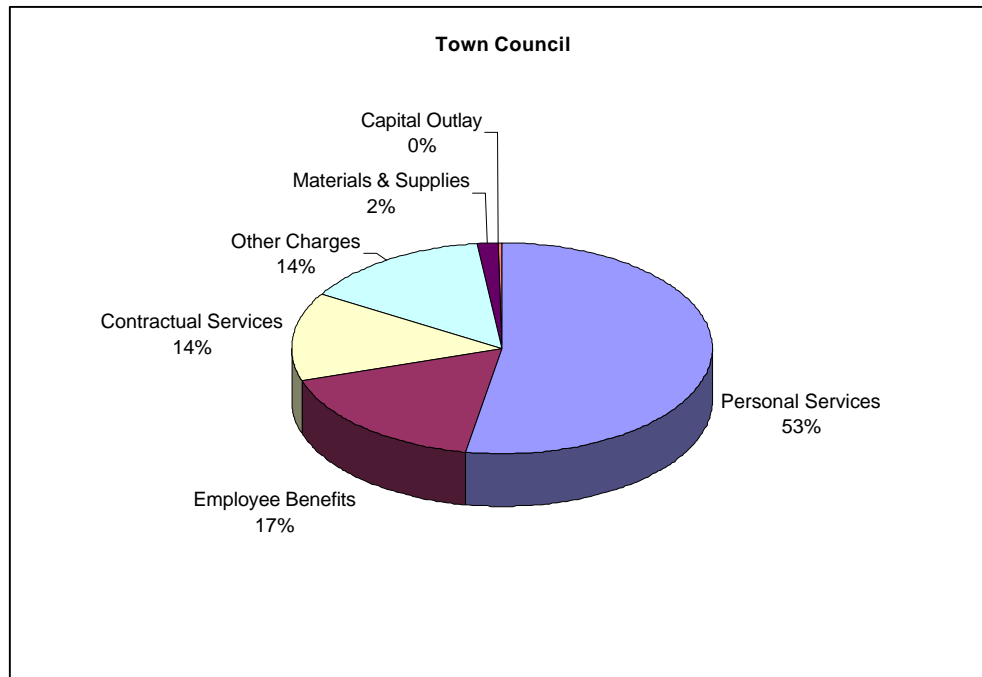
The Council is charged, under the laws of the Commonwealth of Virginia and the Town Charter, to determine the needs of the citizenry and the best way to respond to them and to establish the ordinances, policies and budgets which determine the kind, manner and cost of services to be delivered.

Manager's Message

The FY2002 adopted budget for operating expenses for the Town Council at a level of \$97,316, an increase of \$1,818 over the current year. The increase in the budget, as noted in the introduction to this section, is due to proposed salary and benefit increases specifically for the Town Recorder. Also included in the Council budget are funds for continuation of the Town's newsletter, which will maintain its six-times-a-year frequency and \$2,000 for continuation of indexing of Council minutes and maintaining the Town Code on the Internet by Municipal Code Corporation, as well as microfilming the last two years of Council minutes. It should be noted that the Council took the first step in making all of the Council's minutes readily available to the public via the Town's web site last year. Continuation of funding for this endeavor will allow the Town to make Town information, managed by the Town Recorder, available to the public in electronic form.

The Council budget also includes funds for the Mayor and Councilmember's salaries and fringe benefits, fifty percent of the Town Recorder/Executive Secretary's salary and benefits (which is matched in the Town Manager's proposed budget), advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$48,542	\$50,164	\$41,969	\$51,358	\$1,194
Employee Benefits	13,325	14,818	11,020	16,726	1,908
Contractual Services	14,241	14,175	11,194	13,245	(930)
Other Charges	12,781	14,691	9,401	14,087	(604)
Materials & Supplies	1,875	1,500	1,502	1,750	250
Capital Outlay	0	150	88	150	0
Total	\$90,764	\$95,498	\$75,174	\$97,316	\$1,818

Personnel Summary

Full Time	0.5	0.5	0.5	0.5	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.5	0.5	0.5	0.5	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Town Recorder/Secretary	.05
Total Authorized	.05

FY 2001 Significant Accomplishments

- Increased the number of editions of the Town Crier from four to six per Council direction.
- Approved funding for two new all-day parking lots with over 120 parking spaces using the private sector, County and Town funds.
- Completed boundary adjustment of a major commercial area to the southwest of Town.
- Continued to direct staff on developing better citizen participation input methods.
- Continued to work to reduce property tax rates in identified areas.

FY 2002 Departmental Goals

- Enhance the many qualities of the Town.
- Ensure that balanced growth occurs that will allow the Town to remain as a diverse community.
- Provide affordable housing.
- Alleviate traffic congestion.
- Expand parking opportunities.
- Provide a wide range of quality jobs and expansion of the tax base.
- Expand parks and recreation facilities and activities.
- Cooperate with the County on issues of mutual interest and concern.
- Improve the public safety program by taking a pro-active approach in dealing with community concerns.
- Continue to improve the citizen participation process.
- Become a user-friendly government.

Performance Measurement Plan***Statement of Purpose***

To determine the needs of the citizenry and the best way to respond to them and to establish ordinances, policies and budgets that ensure these needs are met.

Program Inputs

FY 2002 Budget	\$97,316
FTE's	0.5

Program Effectiveness Measures

Performance Target: Deliver all Council packages in accordance with time lines established in Council's bylaws.

Monitor: Times and dates of delivery of Council packages.

FY 2000 Results: All regular meeting Council packages (twelve monthly) and all special meeting Council packages were delivered in accordance with Council bylaws.

FY 2001 Results: All regular meeting Council packages (twelve monthly) and all special meeting Council packages were delivered in accordance with Council bylaws.

Function:	General & Financial Administration
Fund:	General
Department:	

Program Description

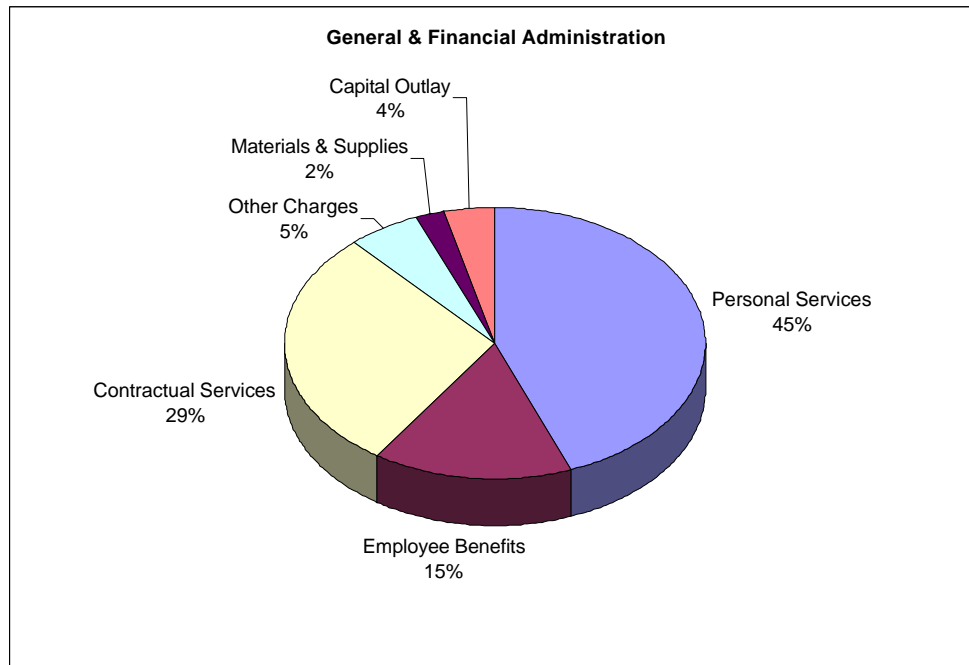
General & Financial Administration includes funding for operation of the Town Manager's Office, Department of Finance and Human Resources, the General Fund related activities of the Town Attorney's office, payments to the Board of Elections for conduct of Town elections and the General Fund portion of the Data Processing Department.

Manager's Message

General & Financial Administration includes funding for daily operation of the Town Manager's Office, Department of Finance and Human Resources, General Fund related activities of the Town Attorney's office, payments to the Board of Elections for holding Town elections and the General Fund portion of the Data Processing Department. Total expenditures in this category are \$658,990, an increase of \$29,847 over FY 2000. Line item increases are minor and are primarily related to personnel costs noted in the budgets introduction section. Departmental budgets in this function should be considered maintenance level budgets. Funding in the category represents 11.3% of the total General Fund budget for FY 2001.

No additional staff is budgeted for any department included in this function. Each departmental approved budget is summarized, briefly, in the text that follows.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$284,845	\$299,954	\$222,294	\$314,389	\$14,435
Employee Benefits	100,056	102,822	83,356	108,484	5,662
Contractual Services	231,557	169,918	157,055	204,672	34,754
Other Charges	35,339	39,696	27,521	39,002	(694)
Materials & Supplies	15,091	13,120	10,743	15,900	2,780
Capital Outlay	28,525	33,480	31,723	27,940	(5,540)
Total	\$695,413	\$658,990	\$532,692	\$710,387	\$51,397

Personnel Summary

Full Time	5.5	5.5	5.5	5.5	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	6.5	6.5	6.5	6.5	0.0

Function:	General & Financial Administration
Fund:	General
Department:	Town Manager

Program Description

The Town Manager's office is comprised of a manager and an executive secretary that also serves as Town Recorder. The Town Manager is a charter-appointed position of the Town Council and is accountable directly to the Council. The functions the Manager carries out include the coordination of the functions of all departments in the Town of Warrenton, acting as the legislative liaison for Council, providing communication with other local governments, developing policy options for Council consideration and managing the day-to-day operations of the municipal government.

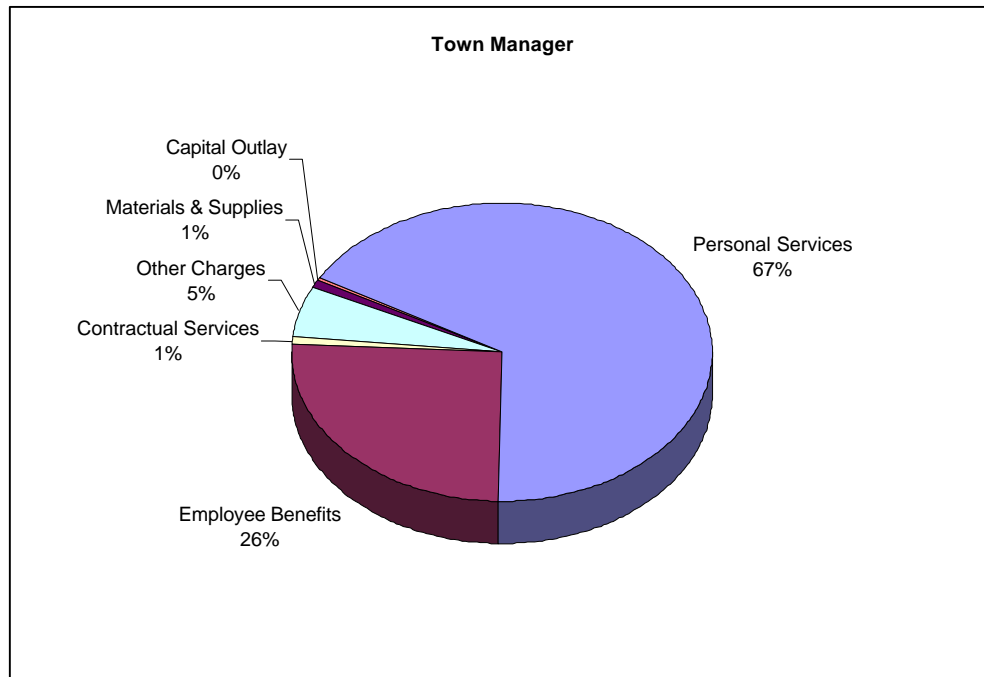
The Manager is charged with the responsibility for ensuring that the government functions smoothly on a daily basis and has responsibility and authority, as conferred upon him or her by Council. Over the past three years the workload in the manager's office has increased significantly but has remained manageable through advances and changes in technology. The Manager's performance is evaluated annually by Council when annual goals are set for the coming year. The Executive Secretary/Town Recorder is evaluated utilizing the Town's performance based evaluation system.

Manager's Message

The Town Manager's budget for FY 2002 reflects an increase of \$4,571 over the current fiscal year due to the previously mentioned salary and benefit increase for all employees. The Manager's salary and benefits, as noted in prior budgets, are split with the Utilities Fund on an 80/20 basis based upon division of duties to those program areas. The Recorder's salary, as previously noted, is split with the Council budget on a 50/50 basis.

The remainder of the Town Manager's budget can be considered a maintenance level budget with a 2.5% cost of living increase included for salaries and a performance based merit increase for the Town Recorder. Other proposed expenditures continue funding for travel and training for the Recorder and Manager, as well as a continuation of general office expenses at previous levels of funding.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$103,782	\$104,878	\$83,107	\$109,000	\$4,122
Employee Benefits	41,965	41,056	33,761	41,499	443
Contractual Services	1,468	1,210	973	1,480	270
Other Charges	7,353	9,460	8,241	8,696	(764)
Materials & Supplies	1,919	1,400	1,742	1,500	100
Capital Outlay	0	500	88	500	0
Total	\$156,487	\$158,504	\$127,912	\$162,675	\$4,171

Personnel Summary:

Full Time	1.3	1.3	1.3	1.3	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.3	1.3	1.3	1.3	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Town Manager	.8
Town Recorder/Executive Secretary	.5
Total Authorized	1.3

FY 2001 Significant Accomplishments

- Developed annual budget that continued Council's Tax Reduction Program.
- Developed internal policy that led to reductions in hours expended for legal services.
- Participated in discussions that led to decreased housing densities and increased commercial/industrial land.
- Continued negotiations with health care, liability, and worker's compensation insurance providers for lower cost policies.
- Completed negotiations on lease for the Mosby House with a private foundation.

FY 2002 Departmental Goals

- Continue to monitor budgeted expenditures and revenues to ensure that Town staff operates within Council-adopted policy and ordinance limits.
- Oversee engineering/design and construction of new police facility within approved Council budget limits when approved by Council.
- Respond to all phone calls within twenty-four (24) hours of receipt.
- Respond to citizen complaints within twenty-four (24) hours and resolve, or have a plan for resolution, within five working days.
- Oversee production of six (6) Town newsletters during course of the year.
- Ensure all capital projects are properly designed, advertised, awarded and constructed within budgetary year.
- Oversee development of new pay for performance plan.
- Work toward completion of the Downtown Improvement Project.

Performance Measurement Plan

Statement of Purpose

To ensure all necessary information is provided in a timely fashion to the Council and the public. To ensure departments of the Town continually strive to meet Council established goals. To respond to citizen concerns and inquiries within a reasonable time.

Program Inputs

FY 2002 Budget	\$162,675

FY 2002 Budget	\$162,675
FTE's	1.3

Program Effectiveness Measures

Performance Target: Respond to citizens' concerns within a reasonable time.

Monitor: Return all phone calls within twenty-four hours of receipt, respond to mail inquiries within five days.

FY2000 Results: The Town Manager's office received over five thousand (5,000) phone calls in FY 2000. It is estimated that 95% of all calls were responded to within the established twenty-four hour window.

The Town Manager's office also received approximately one thousand written and e-mail inquiries during the course of the year. It is estimated that 98% of these inquiries were responded to within the established 5 day window.

FY2001 Results: The Town Manager's office received over five thousand two hundred (5,200) phone calls in FY 2001. It is estimated that 95% of all calls were responded to within the established twenty-four hour window.

The Town Manager's office also received over one thousand written and e-mail inquiries during the course of the year. It is estimated that 98% of these inquiries were responded to within the established 5 day window.

Performance Target: Expenditures for all departments shall be below those budgeted and revenues collected at or above estimated levels.

Monitor: Year-end audit.

FY2000 Results: Audited expenditures for all departments were at or below budgeted levels and audited revenues were at or above FY 2000 budgeted revenues.

FY2001 Results: Awaiting FY2001 audit.

Function:	General & Financial Administration
Fund:	General
Department:	Legal Services

Program Description

The line of authority for the Town attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is clearly an employee of the Council, serving at Council's discretion. Over the years, the Council has chosen to contract out for legal services and has approved fees for service on an hourly basis as provided by the attorneys who are chosen to represent the Town.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business such as personnel issues, ordinance drafting, property and right of way acquisition and land use and planning issues. The Assistant Town Attorney serves as a backup to the Town Attorney in these areas but primarily handles police matters including representing the Town in twice-monthly municipal court. In the past the Assistant Town Attorney has worked with the Board of Zoning Appeals, but due to conflict issues that arose, the service has been eliminated. Due to numerous legal issues that arose in the early 1990s, which resulted in litigation or which placed the Council in a reactive position in regard to several land use matters, the Council has chosen to take a proactive approach. The Council has tried to ensure that all appropriate bases are covered on new issues that arise so that the potential for future litigation will be minimized. This proactive approach resulted in legal fees increasing over the years with a peaking in Fiscal Year 1999 when the Council was involved in numerous issues of land purchase and litigation. Since that time, legal fees have stabilized and are returning to a lower expenditures level.

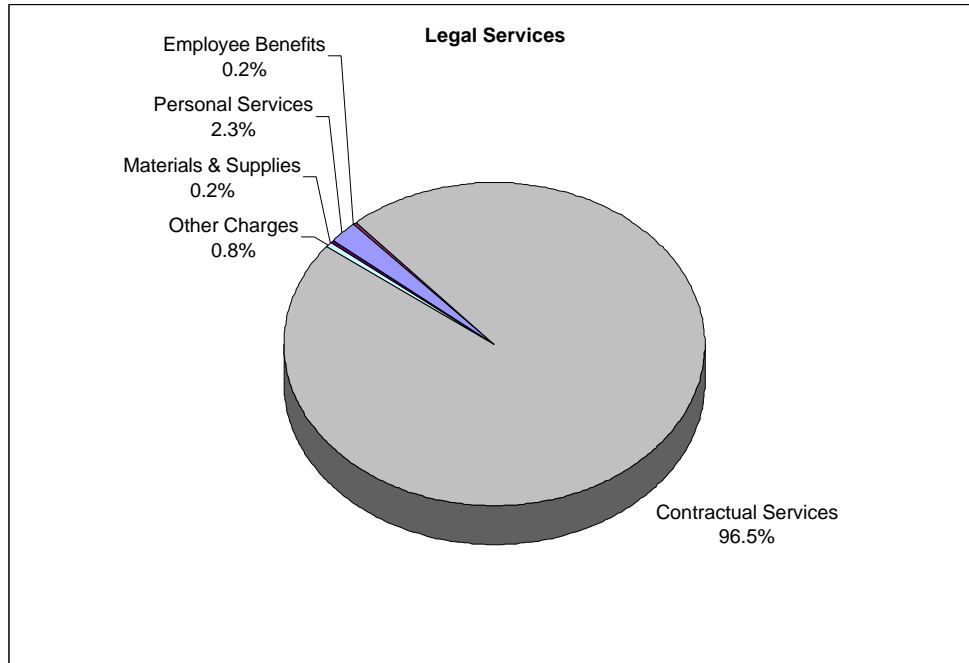
Manager's Message

The legal services budget reflects the same level of funding as the current fiscal year. The department's funding remain static because it appears litigation actions may be reduced in the coming year and because the staff has been instructed to do more of the research prior to consulting the attorney. This directive, initiated in October 2000, while slowing some activities down and placing an additional burden on salaried staff, has resulted in a decline in monthly hours utilized.

Annually, a question arises as to whether or not the Town could save money by retaining a full-time Town Attorney as an employee. Research recently conducted indicates that if such a choice were made, the Attorney would remain under the direction of Council but would be required to receive benefits. In checking with Herndon, Leesburg and Front Royal, communities that have Town Attorneys appointed in this fashion, it was found the budgets approved by the Councils in those communities ranged from \$139,547 in Front Royal to \$285,595 in Herndon. Each of these localities house their attorneys in municipal space and the figures above do not represent the cost of office space and utilities. As there is little or no unused office space owned and managed by the Town, additional expenditures would be required for office space and utilities.

Based upon the records kept by the Finance Department, the average amount of time spent by both attorneys on a weekly basis is approximately 20 hours per week throughout the year. The time spent by both attorneys is well below the amount of time which appears to demand the services of a full-time attorney, with support staff, services, and rented space.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$2,400	\$2,400	\$2,000	\$2,400	\$0
Employee Benefits	184	190	153	190	0
Contractual Services	156,217	100,000	96,506	100,000	0
Other Charges	1,118	780	592	800	20
Materials & Supplies	0	200	46	200	0
Capital Outlay	0	0	0	0	0
Total	\$159,919	\$103,570	\$99,297	\$103,590	\$20

Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized	0.0

FY 2001 Significant Accomplishments

Not applicable.

FY 2002 Departmental Goals:

- To continue to provide a high level of legal services to the Town of Warrenton.
- Be readily available to provide guidance to all departments when called upon.

Performance Measurement Plan***Statement of Purpose***

To provide legal services to all departments within the Town.

Program Inputs

FY 2002 Budget	\$103,590
FTE's	0.0

Program Effectiveness Measures

To be established.

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Function:	General & Financial Administration
Fund:	General
Department:	Finance & Human Resources

Program Description:

The Finance & Human Resources Department provides overall management and supervisory activities of the Town's financial operations. The department develops financial policy recommendations for the Town Manager and Council. It coordinates central systems development and administers the central computer system. The department provides general accounting and financial reporting services, prepares the Comprehensive Annual Financial Report (CAFR) and the annual budget, provides cash management and investments, coordinates capital financing, develops and administers personnel rules and regulation and administers the Town's data processing, purchasing and risk management functions. The staff also serves as the first point of contact with citizens either personally at Town Hall's reception desk or through monitoring of the Town's phone system.

Manager's Message

The Department of Finance and Human Resources budget shows an increase of \$14,858 over the current fiscal year primarily due to salary and fringe benefit increases for staff. Other minor changes also are proposed in postage (due to continuing rate increases), audit costs (via a new contract which will soon be negotiated), printing, and service charges (fees associated with credit card transactions when customers use credit cards to pay bills). Service charges have increased significantly over the years as Warrenton residents use credit cards to pay their bills. Unfortunately, under current law, the Town cannot pass on the charges to the customer.

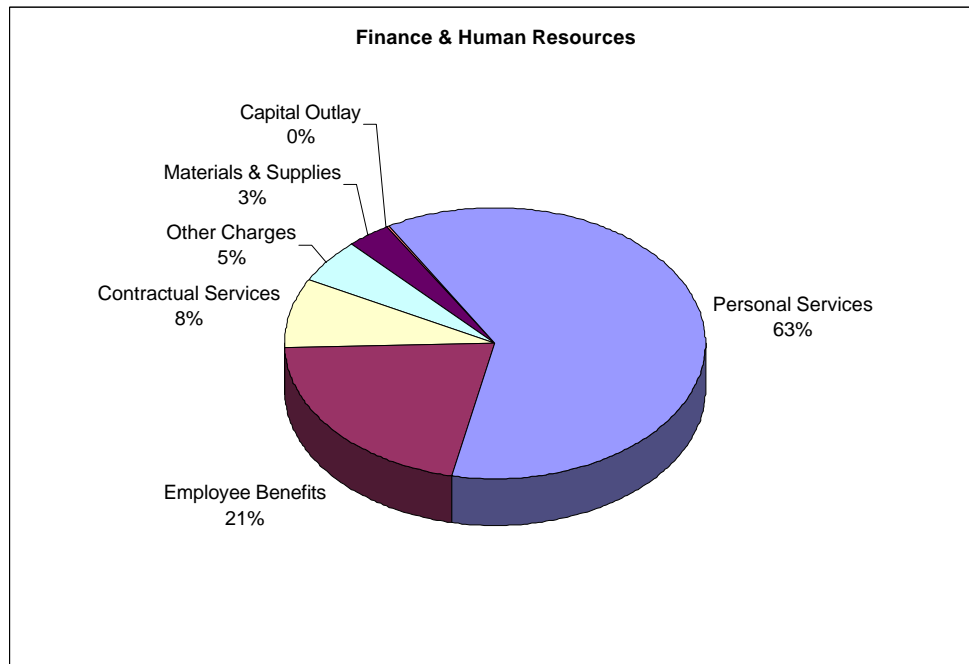
Responsibilities of the department include tax billing and collection, preparation and collection of utility bills, personnel administration (hiring, staying current on personnel law, benefits administration), investment of Town funds, accounts payable, administration of the cemetery records, and management of all Town-related financial records. With changes continuing in the personal property tax area at the state level, the responsibility of the department to explain the new program to citizens and implement the changes directed by the State are expected to increase the challenges within the department during the next year. With new national directives concerning governmental accounting set to be implemented in Fiscal Year 2003, the department will also be challenged to begin reorienting final records to reflect the required changes. The new directives will require government reporting to be more in tune with private sector accounting methods.

The Department's budget also requests realignment for two account clerks to senior account clerk status under the Town's pay plan. The employees proposed for the change have ten and fourteen years of service, respectively, and have accepted additional responsibilities within the department. Both employees are charged with training and cross training newer employees and deal with more

and more accounting and complex finance issues on a daily basis. The change will not have an immediate impact on salaries but will extend their salary potentials over the terms of their careers.

Proposed changes in the budget, other than those previously discussed relative to salaries and benefits, are minor and reflect cost adjustments based upon historical expenditures and increased costs.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$171,260	\$187,676	\$136,148	\$194,889	\$7,213
Employee Benefits	57,506	61,194	49,338	66,413	5,219
Contractual Services	33,424	25,454	22,977	26,450	996
Other Charges	19,713	16,660	11,408	16,560	(100)
Materials & Supplies	9,469	9,120	7,314	10,800	1,680
Capital Outlay	1,519	1,000	268	750	(250)
Total	\$292,891	\$301,104	\$227,453	\$315,862	\$14,758

Personnel Summary

Full Time	4.2	4.2	4.2	4.2	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	5.2	5.2	5.2	5.2	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Finance & Human Resources Director	0.8
Deputy Finance Director	0.7
Senior Accounting Clerks	0.7
Accounting Clerks	2.0
Part-Time Seasonal Clerk	0.3
Total Authorized	4.5

FY 2001 Significant Accomplishments

- Obtained Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for period ending 6/30/2000 (9th year in a row).
- Received GFOA Distinguished Budget Presentation Award for the FY 2001 budget document (6th year in a row).
- Continued training programs in personal computer and network operating systems, further enabling the Town to become less reliant on outside support.
- Revised Town Purchasing Policies and Procedures to allow staff to purchase goods and services more efficiently.
- Developed a yearly planner designed to document and schedule workflow.
- Developed a departmental task manager to more clearly define individual responsibilities.

FY 2002 Departmental Goals

- Continue to apply for and receive GFOA Certificate of Excellence in Financial Reporting.
- Continue to apply for and receive GFOA Distinguished Budget Award.
- Maintain the Town's computer network using new and innovative tools and techniques.

- Continue staff training in network administration skills to reduce Town's reliance on outside consultants.
- Continue to improve customer service provided by all employees.
- Continue path to achieving "e-government" status, making Town forms and payment of bills easier, faster and more accessible.

Performance Measurement Plan:

Statement of Purpose

- To provide outstanding customer service to the Finance Department's external customers (Town Citizens and suppliers) and internal customers (various Town departments and staff).
- To ensure the timely collection and disbursement of all Town funds according to the laws established by the Code of Virginia and the Code of the Town of Warrenton.
- To develop innovative and user-friendly methods to report the results of the Town's financial activities.

Program Inputs

FY 2002 Budget	\$315,862
FTE's	4.5

Program Effectiveness Measures

Performance Target: Maintain an investment percentage, equivalent to 90% of liquid assets

Monitor: Total liquid assets and % invested (monthly investment report)

FY2000 Results: 98.85% of liquid assets invested.

FY2001 Results: 98.60% of liquid assets invested.

Performance Target: Collect 95% of all personal property taxes assessed

Monitor: Total personal property taxes collected and total personal property taxes billed.

FY2000 Results: We have collected 84.0% of all personal property taxes billed for 2000. We anticipate nearing our target by the end of the 2000 decal season (3/15/00) as many taxpayers wait until then to pay their personal property taxes.

FY2001 Results: We have collected 85.2.0% of all personal property taxes billed for 2001. We anticipate nearing our target by the end of the 2001 decal season (3/15/01) as many taxpayers wait until then to pay their personal property taxes.

Performance Target: Pay 95% of all Town vendors within the stated payment terms of net 30 days.

Monitor: Tracking of invoices paid as delinquent.

FY2000 Results: 99.99% of accounts current

FY2001 Results: 99.99% of accounts current

Performance Target: Received GFOA award for excellence in financial reporting.

Monitor: Receipt of award.

FY2000 Results: Received award for FY1999.

FY2001 Results: Received award for FY2000.

Performance Target: Received GFOA budget award for excellence in financial reporting.

Monitor: Receipt of award.

FY2001 Results: Received Award.

FY2002 Results: Received Award.

**Town of Warrenton
FY 2002 Budget**

Function:	General & Financial Administration
Fund:	General
Department:	Town Memberships & Dues

Program Description

The Department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League, Virginia Innovation Group and the Institute of Government at the University of Virginia.

Manager's Message

There are no increases in the membership budget, which includes costs for the Town's participation in the Virginia Municipal League, a lobbying and technical assistance group, the Virginia Innovation Group, an organization that keeps local governments apprised of technological changes and product improvements and the Virginia Institute of Government, an organization which provides direct technical assistance to Virginia local governments.

Appropriations At A Glance

Not applicable.

Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$0	\$0	\$0	\$0	\$0
Employee Benefits	0	0	0	0	0
Contractual Services	0	0	0	0	0
Other Charges	3,556	4,056	3,186	4,056	0
Materials & Supplies	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	\$3,556	\$4,056	\$3,186	\$4,056	\$0

Personnel Summary

Not applicable.

FY 2002 Authorized FTE's

Not applicable.

FY 2001 Significant Accomplishments:

Not applicable.

FY 2002 Departmental Goals:

Not applicable.

Performance Measurement Plan:

Not applicable.

Function:	General & Financial Administration
Fund:	General
Department:	Data Processing

Program Description

This department, or cost center, was established to provide accountability for data processing hardware & software support and maintenance costs. The department reflects expenditures for the General Fund only, while a portion of total data processing costs are allocated to the Water & Sewer Fund and charged to Water & Sewer Administration.

Manager's Message

The budget for data processing, which covers all General Fund data processing costs, continues to demonstrate Council's commitment to providing the community's citizens with the most accurate information, as quickly and as efficiently as possible. In as much as possible and based upon available funds, Warrenton, for a community its size, has moved aggressively in the area of becoming more of an "e-government." Consequently, the budget request for this section recognizes the Town Council's directive and commitment to stay current within the information age and provide more opportunities for citizens to do business electronically with the Town. As such, the budget includes funding of \$133,758 as part of the General Fund's support of that concept and advances the concept of "e-government" which is defined as "...the ability of a jurisdiction to offer many public services to the community via the Internet." Staff will continue to move in this direction with prudence, and in the coming year it is planned to offer bill payment services, permit application and other access points to the public.

Over the last six years the Town's system, which is fully networked and includes 75 workstations, has been administered by and managed by the Deputy Finance Director with technical issues handled by a wide range of consultants competitively selected to assist the Town. The industry rule of thumb used in the private sector is one network administrator for every one hundred network "nodes" (a node being defined as a terminal or PC in a computer network). With seventy-five (75) "nodes" in the Town system, such a system would require about three fourths of a year of a staff person's duties and to free up time for other duties, the Finance Director has asked for increased funding for outside assistance to accomplish the network management and upgrades required to keep the system current, an increase over the current arrangement, but has been reduced as described later in the narrative. The Town has been able to reduce the professional services budget by utilizing Finance staff in the past to complete some of the tasks associated with operating the Town's networking systems. While this reduced the costs in the IT related budget, it dual tasks personnel in full-time, non-IT slots and has an impact on the overall upkeep of IT systems and has not kept the Town on pace with advances in technology. The current network operating system platform is five (5) years old and, as noted, three (3) revisions behind current available versions. The e-mail platform is also three (3) revisions behind current available versions. In addition, the Town's AS/400 system has reached end-of-life for support versions of software. This does not mean that the Town's operating environment is not functional. It simply points out that efficiencies and capabilities provided by technology are available and the Town has not budgeted to keep pace with the changes in the industry.

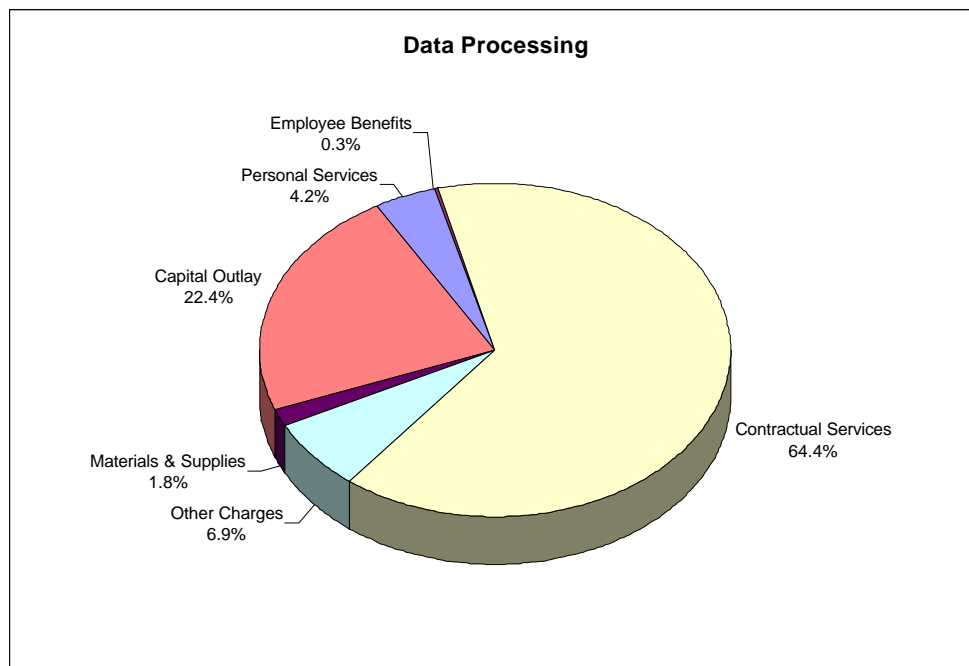
Supporting these new capabilities within the infrastructure is critical and demands an increase over current levels of professional support. This increase will also allow the Town to update the network operating system, e-mail platform and perform full network support functions

As the Town continues to move in the direction of “e-government” and providing more services electronically, the improvements noted above are important to that effort and will bring the Town to the technological level it needs to be for meeting customers’ needs.

All expenditures in these categories are matched on forty percent (40%) basis in the Utilities Department’s budget.

As the Town and all organizations become more reliant on technology, there is a natural progression that occurs in regard to staff use of the technology provided and a continuing need to upgrade that technology as it changes. It is believed that the Town, with the expenditures proposed in the FY 2002 budget, will be able to maintain a reasonable level of progress in this area that will allow for continued improvements in productivity of the Town’s employees while “keeping current” with the progression of the data processing world.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$4,328	\$5,000	\$1,039	\$5,000	\$0
Employee Benefits	401	382	104	382	0
Contractual Services	40,448	43,254	36,599	76,742	33,488
Other Charges	2,994	8,740	4,094	8,240	(500)
Materials & Supplies	2,568	2,400	1,641	2,200	(200)
Capital Outlay	27,006	31,980	31,367	26,690	(5,290)
Total	\$77,745	\$91,756	\$74,844	\$119,254	\$27,498

Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized	0.0

FY 2001 Significant Accomplishments

- Upgraded the network operating infrastructure to include new Cisco network routers and firewall system.
- Defined and installed the new standard Windows 98 desktops and a change to Microsoft Office applications.
- As part of the E-Government initiative, the Town developed web applications and an Internet presence that will increase communication with the citizens and provide increased access to forms, data and payment processing capabilities.

FY 2002 Departmental Goals

- Development of a Strategic Plan for Town Network Architecture (IT Roadmap). This will allow the Town to better determine the need for systems and capabilities to include in future budgets. This plan should be developed to cover five (5) years and should be updated annually to allow for changing technology and proper budget planning.

- Finalized the Information Technology Disaster Recovery Plan drafted. The completion of the document is phase two of the plan's development. This second phase includes defining and testing of the step-by-step procedures that will need to be taken in response to an IT disaster. Completion of the project will also address the auditor's noted deficiency in their last management letter.
- Upgrade backup software and implement a centralized tape system. A key piece to maintaining data integrity and providing recovery capabilities in the event of an IT incident or disaster is the backup of daily data that is written to each of the servers.
- A thorough review of power requirements on current equipment and implementation of appropriate UPS system(s).
- Extensive expansion of the Town's "Intranet" capabilities is planned. The administrative interface allows for easy posting and sharing of documents and forms. The Town will increase the scope of "Intranet" content availability to enable more paper free communications and sharing of information among the Towns network users. This content will include shared calendars, electronic forms and will automate internal processes, increase workflow and decrease the time spent using internal paper forms.

Performance Measurement Plan

Statement of Purpose

To provide the tools and ensure their suitability for staff to explore and utilize new technology, to enhance communications and the exchange of information between the Town of Warrenton, its Citizens and other governmental and non-governmental agencies.

Program Inputs

FY 2002 Budget	\$119,254
FTE's	0.0

Program Effectiveness Measures

Performance Target: Maintain network up status, defined as file, print, Internet and e-mail services of 95%, exclusive of scheduled maintenance downtime.

Monitor: Track time network unavailable due to hardware/software problems.

FY2000 Results: Early in FY2001, tracking of network interruptions became difficult due to extensive down time resulting from a change in Internet service Providers causing Internet and e-mail connectivity problems. Accordingly it is believed staff was unable to meet this performance target.

FY2001 Results: Due to an improved and more stable network environment, staff has been able to achieve this performance target for the first ten months of FY 2001.

**Town of Warrenton
FY 2002 Budget**

Function:	Board of Elections
Fund:	General
Department:	Electoral Board

Program Description

This department consists of all costs incurred to hold Town Council elections. Under the Code of Virginia, the Town is responsible for the costs associated with a municipal election and these are reflected as part of this budget based upon historical records and past experience.

Manager's Message

Expenditures for the elections budget are proposed in Fiscal Year 2002 in the amount of \$4,950 for payment of election officers in May 2002.

Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$3,075	\$0	\$0	\$3,100	\$3,100
Employee Benefits	0	0	0	0	0
Contractual Services	0	0	0	0	0
Other Charges	605	0	0	650	650
Materials & Supplies	1,135	0	0	1,200	1,200
Capital Outlay	0	0	0	0	0
Total	\$4,815	\$0	\$0	\$4,950	\$4,950

Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

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Function:	Public Safety
Fund:	General
Department:	

FY 2002 Budget

Program Description

The Public Safety budget includes financial support for the Police, Volunteer Fire and Inspections departments as well as funding for the Town's volunteer rescue squad.

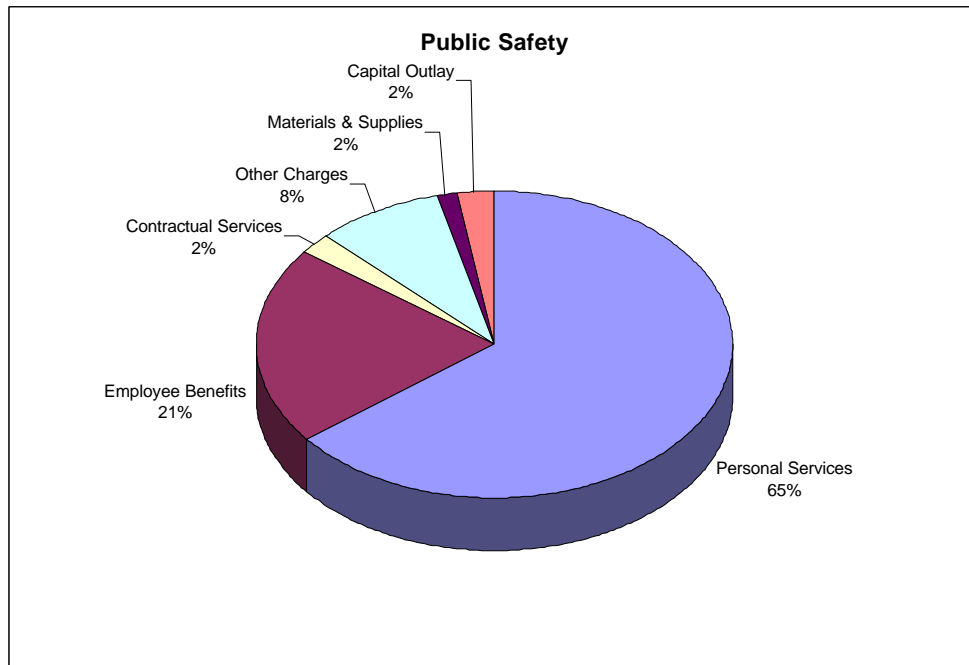
Manager's Message

The Public Safety budget includes financial support for the Police, Volunteer Fire Department, the Town's Inspections departments as well as funding for the Town's Volunteer Rescue Squad. As such, expenditures in the amount of \$1,939,578 represents 31% of the total General Fund budget and have increased slightly over the current fiscal year.

As noted in the discussions for both the volunteer Fire Department and Rescue Squad, it appears that problems with the cost of operations and a decline in fundraising is occurring and consequently, slight increases are reflected in these areas.

In addition, slight increases in both the Town's Police and Inspection Departments from the current fiscal year are included based upon increases in salary as mentioned in the budget message.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$1,114,668	\$1,171,441	\$902,147	\$1,241,993	\$70,552
Employee Benefits	317,877	389,260	289,097	402,872	13,612
Contractual Services	117,613	44,119	28,741	45,554	1,435
Other Charges	149,162	154,481	116,191	163,656	9,175
Materials & Supplies	41,169	34,335	23,649	30,600	(3,735)
Capital Outlay	82,492	74,350	53,610	46,126	(28,224)
Total	\$1,822,981	\$1,867,986	\$1,413,435	\$1,930,801	\$62,815

Personnel Summary

Full Time	27.3	27.3	27.3	27.3	0.0
Part-Time	1.0	2.0	2.0	2.0	0.0
Total	28.3	29.3	29.3	29.3	0.0

Function:	Public Safety
Fund:	General
Department:	Police Department

FY 2002 Budget

Program Description

The Police Department provides law enforcement, public safety services, crime prevention, Neighborhood Watch, Triad (a law enforcement/senior citizen crime prevention program) and a drug abuse educational program. Working closely with Town businesses and citizens, the department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The department delivers services to businesses and citizens through interaction and community involvement.

Police officers must undergo extensive screening prior to employment, which includes a physical examination, psychological testing and a background investigation. Upon appointment, officers serve a one-year probationary period during which time they attend a 10 week basic law enforcement course at the Rappahannock Regional Criminal Justice Academy and 40 hours of on the job training. Sworn personnel must attend 40 hours of in-service training every other year, as well as firearms training twice a year. Personnel also attend specialized courses when available.

Manager's Message

The Police Department continues to operate with twenty-one (21) authorized officers (including the Chief and Lieutenant) and is also approved by Council to retain several auxiliary officers. The Department has had significant turnover in the past year with as many as four vacancies in the uniformed ranks at one time. The department has experienced a turnover rate of 28% in uniformed ranks and a 26% turnover rate overall. Currently, all positions have been filled, but one officer remains in training for state certification purposes and will not be available for several weeks. The Department has responsibility within the Town's boundaries for parking enforcement, traffic control, community policing, investigation of reported crimes, oversight for enforcement of all laws of the Town and the Commonwealth, crime prevention and numerous other police-related activities. During the last calendar year, the Department answered 9,351 calls for service (up significantly from 1999), made 3,266 arrests, down somewhat from 1999 and, as a part of their efforts, issued 955 traffic citations and 1,902 parking tickets. The Department also used its fleet of patrol cars to drive 135,712 miles with an expanded emphasis being placed on community policing efforts. In addition, members of the department have served as security for several special, nonprofit events (i.e., Evening Under the Stars, Christmas celebrations, parades, etc.), conducted numerous crime prevention and law enforcement-related seminars in the community, utilized staff in the community resource section to work more closely with the community policing effort and have spent approximately 1,182 hours on foot patrol in various areas of the Town.

The FY 2002 departmental budget reflects a significant shift in focus to community policing and proposes funding of two new initiatives which include: payment of a \$100 shift differential for

uniformed patrol officers working shift work and addition of a part time records clerk after the new police facility is complete. These will be discussed in greater detail in the following narrative.

The Police Department budget for FY 2002 represents expenditures of \$1,663,387, an increase of 4.9% over the current year with primary impacts being felt in the salary and benefit area due to recommended salary increases and attendant benefit costs.

A detailed discussion of the department's budget request and my recommendations follow:

During the last year, the Chief has reduced the use of overtime in the department considerably and has also begun to manage compensatory time payments far more effectively than the department has done in the past. Due to scheduling impacts of twelve-hour shifts, officers on patrol work eighty-four (84) hours over a two-week pay period and are required under the federal Fair Labor Standards Act to be compensated for this time. The funds in this category are also used to pay for officers who work on holidays and as noted, these hours have been reduced by better scheduling. At the same time, shift work is very difficult. With the demands placed on their personal lives and physical and mental condition, many law enforcement agencies, including Fauquier County, acknowledge that officers working such a schedule should be compensated for it. To this end, the proposed budget includes, under compensatory time, \$18,000 for payment of a \$100 per month supplement to each of the fifteen uniformed patrol officers acknowledging these demands. The program does not provide for command and administrative personnel, detectives or other special assignments staff and, as such, makes up ninety percent of the compensatory line item which has been reduced significantly in all other areas of usage.

Most police departments, Warrenton included, are twenty-four (24) hour per day operations in which staff work specific shifts around the clock. Personnel must be paid for time that is worked over and above their scheduled shifts. The Department has made significant efforts to insure that all overtime is necessary to the functioning of the department, as well as managed in a fashion that is to the benefit of the Town. Work requiring overtime is often out of the hands of the officer or the Department.

For example, officers are required by the court to schedule a number of court dates each month to prevent back logs and help insure timely trials of those charged with a crime. Because officers work rotating shifts, these dates may not always be set when an officer is working a daytime shift as the court sets certain days of the week for different cases. Officers must also schedule court dates in four (4) courts - 1) General District - Town of Warrenton traffic, criminal and misdemeanor, 2) General District - Commonwealth of Virginia criminal, misdemeanor and felony cases, 3) Juvenile and Domestic Relations - juvenile traffic, criminal misdemeanor, felonies and domestic abuse, and 4) trials in the Circuit Court with dates set at the pleasure of the court and over which the officer has no control or input.

Officers must also work overtime to continue timely pursuit of case investigations that occur near the end of a shift. Some of this time relates to investigation of accidents or serious criminal acts which are reported during the officer's normal shift and must be carried past normal shift hours. To insure that an adequate investigation is conducted officers return on days off to continue criminal case investigations so that critical information can be developed or to follow leads before they get cold. As a result, the Police Department continues to have a good record for solving and prosecuting serious criminal acts, thus reducing repeat criminal acts by the same offender.

Overtime is also used for departmental training such as state mandated semi-annual firearms courses. This training must be conducted during off duty hours to provide adequate on-duty personnel to cover shifts. Officers also attend several week-long seminars periodically throughout the year to meet state certification requirements. It is also necessary at times to have all personnel of the department gather at one time to train on matters specific to Warrenton that are not offered at the regional academy.

As an illustration of how overtime costs for the first six months of FY 2001 were expended, it was found that overtime hours were allocated to the following functions:

Court appearances	141 hours
Shift coverage to meet minimum staffing requests	39 hours
Special Events (Main Street activities, neighborhood meetings, etc)	496 hours
Investigations (Detectives & uniformed officers)	304 hours
Training	163 hours
Total	1,143 hours

It should be noted that 622 hours of the above time accrued was returned to officers as time off and was not paid through payroll and it is expected that a comparable amount of time will be spent in FY 2002 in the areas noted above.

Also within this line item are funds to help provide relief for the department receptionist records clerk who is certified on VCIN/NCIC and whose training must be continued during normal business hours.

As noted, the Police Department has experienced a rapid growth in "Calls for Service". In 1999, the police department received 6,868 calls for service and in 2000 this increased to 9,351 calls for service, or a 27% increase. In spite of this increase the Police Department is not requesting any additional officers but is only asking for a part time civilian data clerk, working 20 hours per week. This clerk would allow the Department to keep the lobby of the police station open to the public from 4:00 P.M. to 8:00 P.M., Monday through Friday, to assist citizens, allowing the department to be more responsive to the majority of the public who often work during the day, answer the administrative telephones and enter police report data into the database. Entering police report data has outgrown the staff's current ability to keep up with because of the growth in police reports. With construction of a new department, the fact that no police facility in Warrenton or Fauquier County is open past 4:30 p.m. on a weekday basis and the needs to accurately maintain data, I believe that a part-time clerk is appropriate but not until the new department building is ready for service. Consequently, funds are proposed for a part-time position (20 hours per week) beginning in January 2002. This will aid the Department in their move and will also help the Department obtain the objectives noted above.

Other expenses of note for the Department include:

The amount requested is for the Town's share of support of the Rappahannock Regional Criminal Justice Academy. The academy provides mandatory basic training and in service training for all sworn personnel to maintain their state required certifications. The academy also periodically

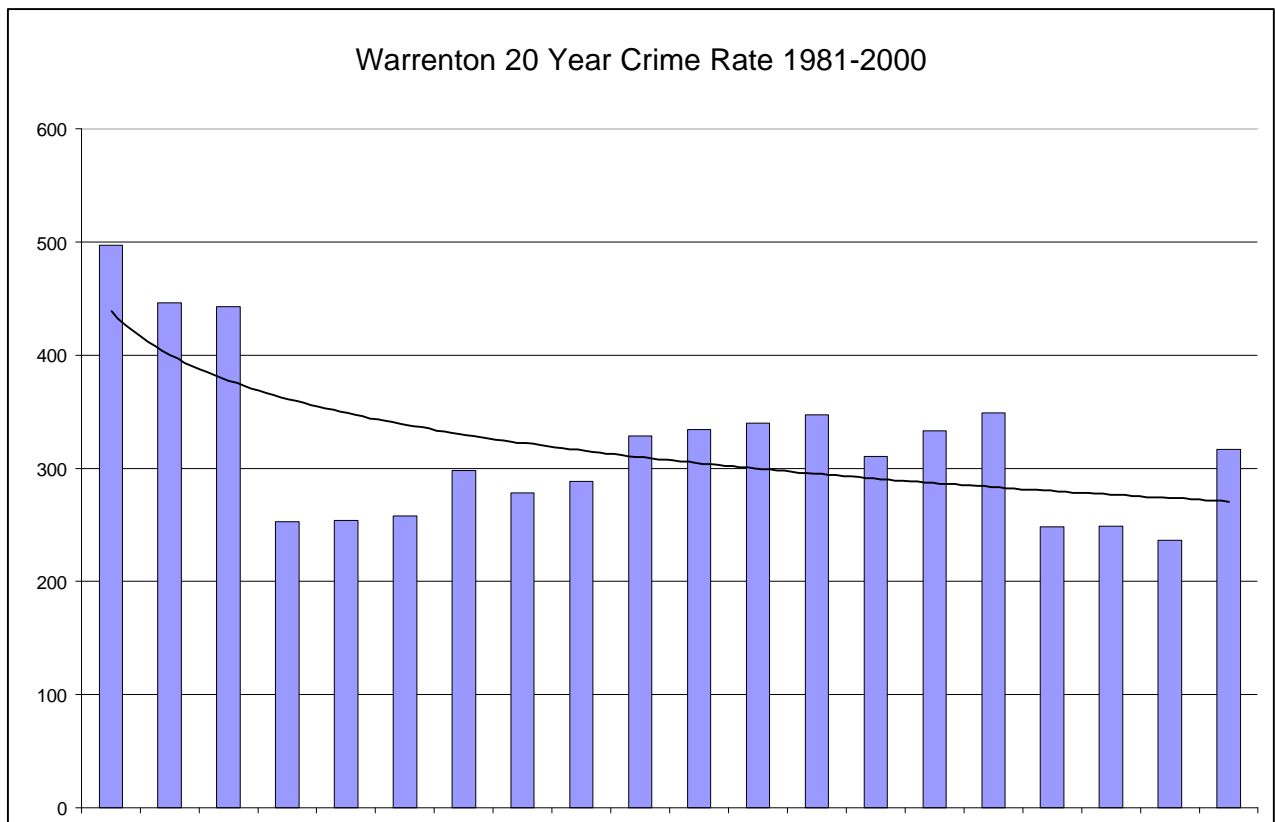
sponsors specialized training seminars such as radar operations, breath alcohol testing, defensive tactics, police cyclist, investigative techniques and street Spanish for officers. Auxiliary officers also receive mandated training through the academy and all training costs for classes at the Academy are covered under the fee noted.

There is a small increase of ten percent in this year's proposed contribution to the Rappahannock Regional Criminal Justice Academy, the first in many years. The expense of the Town's contribution to the Criminal Justice Academy had not increased in several years even though the facilities have been expanded to better serve the training needs of the jurisdictions it serves.

Administrative costs of operation of the Warrenton-Fauquier Joint Communications Center are shared with Fauquier County on a 20%/80% ratio with the Town's share being 20%. In the current year, discussions occurred that proposed changing the ratio to 75%/25% based on the formula adopted by the County and the Town declined to change due to various concerns. This issue needs to be revisited after the 2000 Census information is available.

Purchase eleven (11) Video Recording units. This program is proposed to equip all uniformed patrol officer's vehicles with a video recording system. The Department currently has four (4) police cars equipped with this system and is planning to require that officers use the system to record all traffic stops to not only include drunk driving arrests but all traffic encounters. The officers would also be required to tape all potential arrest situations when practical. These recordings are used as evidence in court and to help resolve citizen complaints against officers by providing positive evidence of the conduct of the officer and the citizen. The systems are currently priced at \$4,719 per unit and eleven units would be required to equip every patrol car. Unfortunately, the budget will not permit purchase of all units in the current year and I am recommending the purchasing be implemented over a two-year period with five (5) purchased in Fiscal Year 2002.

Identification Camera. The expense for identification cards can be handled in one of several ways.



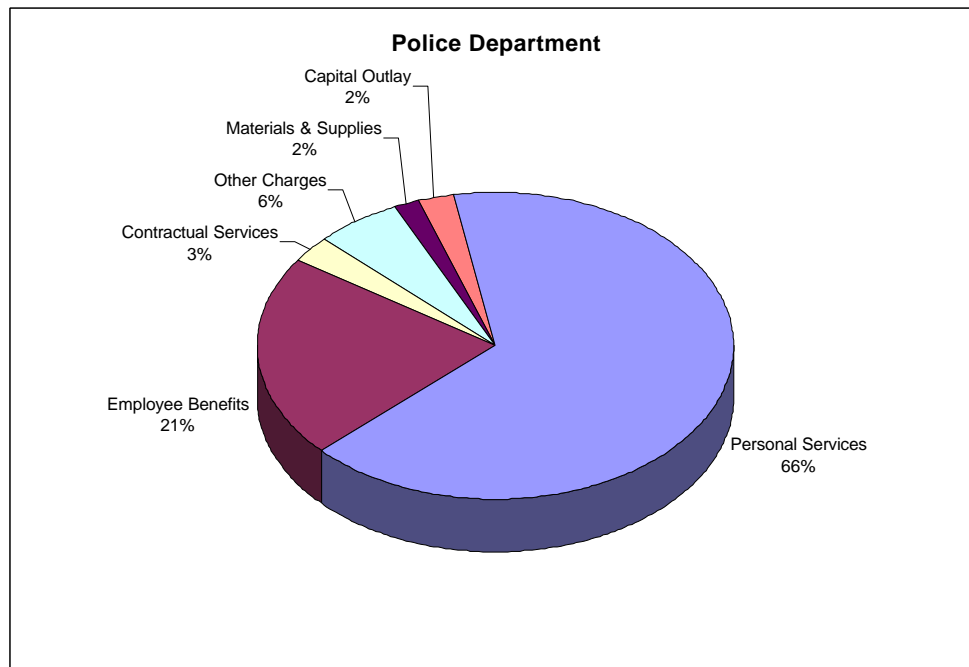
One method would be to purchase an I.D. camera that takes four (4) photos on a sheet at a cost of \$550 and a photo cutter costing \$150. This purchase would allow the police department to produce their own ID's, produce ID's for all town employees as well as taxi-cab permit photos.

Time Lapse Video Recorder/Printer System. This system would be used to view video surveillance tapes of crimes in progress from security cameras used in banks and businesses throughout the Town. This system would not only allow the department the capability to view a tape but also to print a quality photograph of a suspect(s) immediately. Currently, this office does not possess the equipment to view a security tape and has to constantly rely on other police agencies or civilian personnel to review and produce a photograph. This results in a loss of time and possibility of the person who printed the photograph appearing in court. This equipment would be maintained by the Investigations Division. This system consists of a color video printer, photo quality print paper, a color monitor and a time lapse recorder.

Grant expenditures are estimated based on the Department's current history of grants received. Most of the grants that the Department receives come from Federal Government programs such as the Highway Safety Grants and Law Enforcement Block Grants. These funds are not certain until approved by Congress and signed into law by the President. The Town will not know for certain what funds, if any, are available until the next Federal Budget Year beginning October 1, 2001.

- Law Enforcement Block Grant. This grant can be used to purchase police equipment not funded in the regular budget. It cannot be used as a substitute funding for items in a regular budget. If received it could be used to purchase shotguns and a car mounted video system.
- Highway Safety Mini-grants (2) @ \$1,500.00 each. The Department will request funding for the purchase of five Roadside Alcohol Breath Testers @ \$650.00 each to assist in drunk driving enforcement.
- Highway Safety Grant to purchase equipment to promote Bicycle Safety.
- Ballistic Vest Replacement Program Grant

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$957,191	\$1,005,547	\$780,631	\$1,089,994	\$84,447
Employee Benefits	272,718	337,854	252,890	355,353	17,499
Contractual Services	116,642	43,194	27,505	44,629	1,435
Other Charges	93,681	97,310	60,135	98,241	931
Materials & Supplies	39,067	30,660	19,838	26,725	(3,935)
Capital Outlay	82,250	69,650	53,140	40,426	(29,224)
Total	\$1,561,549	\$1,584,215	\$1,194,139	\$1,655,368	\$71,153

Personnel Summary

Full Time	24.0	24.0	24.0	24.0	0.0
Part-Time	1.0	2.0	2.0	2.0	0.0
Total	25.0	26.0	26.0	26.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Chief	1.0
Lieutenant	1.0
Sergeant	5.0
Corporals	5.0
Officers	5.0
Investigators	3.0
Community Resource Officer	1.0
Parking Enforcement Officer	1.0
Secretary	1.0
Records Clerk	1.0
Total Authorized	24.0

FY 2001 Significant Accomplishments:

- When statistics are compared for the first half of Fiscal Year 1999/2000 to FY 2000/2001 relative to drug arrests, arrests have increased from 19 to 27, up by 40 %.
- During the first half of FY 2001 department staff attended 43 events for an increase of 10% over the prior fiscal year.
- During the first half of FY 2001 the department met minimum staffing requirements during the entire period.
- Department staff is now in full compliance with all state requirements and have been certified by the State Police in the Incident Based Reporting System. All required personnel have been trained in the proper usage of the system.
- The department has reorganized shifts and better controlled overtime and holiday pay costs. At the midway point of the year the department is fully staffed but have spent only forty-seven percent (47%) of its personnel budget items which include salaries, overtime and comp time.

FY 2002 Departmental Goals:

- To obtain and maintain "Accreditation" through the Virginia Law Enforcement Professional Standards Commission.

- To suppress drug related crime such as sale, manufacture and distribution of illegal drugs and legal drugs obtained or resold illegally.
- To increase police/citizen and community group contacts through community policing and to increase Community Watch throughout the town.
- To maintain minimum staffing of patrol at all times.
- To decrease crime rates in accordance with the past downward trends.
- To stabilize personnel costs.

Performance Measurement Plan:

Statement of Purpose

To prevent and/or reduce crimes through a community oriented policing concept.

Program Inputs

FY 2002Budget	\$1,655,368
FTE's	24.0

Program Effectiveness Measures

Performance Target: Reduce reported crime by 2% from the average of all reported crime between 1990 and 1998, accomplished through crime prevention as well as investigation of reported crime resulting in the arrest of the person(s) responsible, many of which are repeat offenses/offenders.

Monitor: Arrest statistics.

FY 2000 Results: Part I crimes for the first 10 months of FY 1999 totaled 182. Part I crimes for the first 10 months of FY 2000 totaled 192, netting an increase of 5%. Average Part I crimes for the first 10 months of years 1990-1999 was 262 translating into a 27% reduction for FY 2000.

FY 2001 Results: During the first ten months of FY 2001 we experienced 283 reported Part 1 crimes. Arrests for Part 1 offenses have decreased. Based on these figures we project that we will have a 24% increase in reported Part 1 crimes and will not meet our goal.

Performance Target: Increase drunk driving arrests and speeding citations by 5%.

Monitor: Arrest statistics.

FY 2000 Results: The number of drunk driving arrests for the first 10 months of FY 1999 was 104. The number of arrests for the first 10 months of FY 2000 was 71, reflecting a 32% decrease in drunk driving arrests. Speeding arrests in FY 1999 was 614. The number of arrests for the first 10 months of FY 2000 was 335, indicating a 45% decrease in speeding arrests. Some of this decrease can be attributed to the shortage of officers during the first 6 months of the Fiscal Year. There is also an across the board decrease in speeding tickets issued per officer which is being addressed in the second half of the FY.

FY 2001 Results: For the first ten months of FY 2001 we had 33 arrests for Drunk Driving. This means that we have a 54% decline in DUI arrests and it appears we will not meet our performance

target. We also recorded 378 speeding summons issued during the same 10 month period of FY 2001. When we compare that to 335 speeding summons issued during the same 10 month period of FY 2000, we have a 13% increase in speeding summons issued and it appears we will meet our performance target.

Performance Target: Increase bicycle patrol by 10%.

Monitor: Staff logs.

FY 2000 Results: With the reassignment of Sgt. Southard to special assignments, the department has achieved this performance target.

FY 2001 Results: Records from the prior FY are incomplete, however, based on our observations and the assignment of a full-time Special Operations unit which includes riding bicycle patrol we are certain we have achieved this performance target.

Performance Target: Increase arrests for narcotics violations by 5%.

Monitor: Arrest statistics.

FY 2000 Results: Arrests for narcotic violations for the first 10 months of FY 1999 was 75 and 26 arrests for the first 10 months of FY 2000 netting a decrease of 61%. This reduction can be attributed to the decrease in officers and a decrease in drug activity. However, the major contributor to this decrease was that the drug investigator was reassigned to general investigations due to a manpower shortage.

FY 2001 Results: When we compare the first ten months of FY 2000 we had 27 drug arrests and during the same ten months of FY 2001 we had 37 drug arrests. We are on course to increase the prior years arrest numbers by 30% and it appears we will meet this performance target.

Function:	Public Safety
Fund:	General
Department:	Fire & Rescue Services

FY 2002 Budget

Program Description

The Fire Department and the Fire Marshall (funded 30% fire, 70% inspections) appropriations have been combined as has been past practice into the Fire & Rescue Services department. The Town of Warrenton provides support to the Warrenton Volunteer Fire Department in the form of total funding for one paid fireman and direct financial contributions to the department. Included in this function are costs associated with the activities of the Warrenton Volunteer Rescue Squad as well as the costs associated with the Town's Fire Marshall.

Manager's Message

Because the Council funds the Warrenton Volunteer Rescue Squad via a single contribution which is used for operations expenses, this figure continues to be included as a line item in the Fire Department budget and represents \$24,608 of the total \$121,615 expenditures of this budget projected for FY 2002.

Expenditures in the Fire Department/Rescue Squad budget are as follows:

Fire Department.

The Warrenton Volunteer Fire Department continues to operate an almost totally volunteer fire department with the assistance of the Town and Fauquier County. The Town provides funding for a paid driver during weekday hours and a contribution of \$12,000 for assistance in retiring the Department's note on a \$562,000 ladder truck purchased in 1996, which is used primarily in the Town. In the past, the Town has provided a small amount of financial assistance for operations by funneling proffers derived from the Highland development (estimated at \$6,720 for FY 2002), in transferring funds received from the Commonwealth of Virginia's Fire Assistance Fund to the department and by providing a small amount of money, \$4,000, for purchase of pagers. The pagers were necessary so members can respond more effectively to calls when alarms are sounded without the use of the fire siren.

The department continues to operate with an annual operational budget of approximately \$113,187, receives about \$46,594 each year from Fauquier County and, according to members, carries \$192,000 of cash assets. The remainder of the department's operational budget is made up of donated funds raised by the volunteers and provided by the community – an amount estimated at approximately \$53,000 in Fiscal Year 2001.

The department's calls have increased steadily each year, growing significantly since 1993. The trend was reversed during 1998 and 1999 when calls in Town declined. However, the number of calls in 2000, 1,059, were equal to the peak of 1997. Of the 1,059 total calls in 2000, 688 were "first due"

calls meaning they were within the department's area of responsibility. Of these, 428 were in-Town indicating a high level of inTown activity in the "first due" area.

WARRENTON VOLUNTEER FIRE DEPARTMENT CALLS		
YEAR	TOTAL # OF CALLS	IN TOWN
1993	615	216
1994	700	287
1995	765	314
1996	895	364
1997	1,059	444
1998	937	381
1999	994	337
2000	1,059	428

Source: Warrenton VFD Annual Reports

The Department's requested budget amount for Fiscal Year 2001 shows a significant increase from the \$27,484 currently contributed or passed through the the Town in the current fiscal year. The requested amount of \$189,430 in FY 2002 includes a request for support of several operational items for the first time (\$1,400 for trash services, \$2,400 for telephone and \$3,200 for janitorial supplies), as well as increased capital expenditures for equipment. Included in those requests are:

- \$10,000 for a study to determine the need, costs and practicality of traffic control/signal preemption system (which allows emergency vehicle operators to change red lights to green for safety purposes);
- purchase of a thermal imaging camera (\$20,000) which would be used to locate persons in buildings via the location of the "heat signatures" of the individual;
- an increase in communications equipment contributions (from \$4,000 to \$15,000) to purchase twenty-five (25) new pagers (\$400 each), to replace older units and to purchase four (4), two-way portable radios and chargers to increase the numbers currently carried on front line apparatus;
- \$13,000 to assist, on a prorated basis, with the purchase of \$40,000 worth of new personal protective (turnout) gear (boots, helmets, coats, etc.) for volunteers;
- An increase in the Town's assistance in paying down debt on the platform/ladder truck (from \$12,000 to \$25,000) due to a need and desire to retire debt earlier due to other impending equipment purchases in the future;

- \$75,000 to purchase and install a fire station vehicle exhaust extrication system to remove vehicle exhaust fumes from the station.

Each of the funding requests the volunteers have made have merit. It should be noted, however, that while the Department is supported primarily by funding from the County and the volunteers, with assistance from the Town, these efforts particularly on the part of the County, have not kept pace with needs identified by the Warrenton volunteers. Of the items requested, given the Council's direction relative to budget development, none can be fully recommended for funding, although the traffic control/signal preemption system can be studied with existing staff and the volunteers in the coming year. If the study shows it is needed and the Council and Planning Commission, through the Capital Improvements Program, feel it has merit, the system can be included in the Town's Capital Improvements Plan for future funding.

The Department is under new, younger leaders who are more aggressive in their desires to see the Department improve quickly. However, the additional funding requested is beyond the Town's ability to assist given current budget direction and the Department's role in the larger County network.

It should be noted that based upon conservative estimates generated by the volunteers, replacement of their personal services with paid firefighters staffing the station full time ranges from \$481,389 annually (personnel costs for a day time only shift) to approximately \$1.6 million annually (for full coverage 24 hours per day, seven days a week). Consequently, both the Town and the County receive a significant return on their investment given the current situation and considerable discussion should occur concerning providing additional financial assistance in the future.

Rescue Squad

The Warrenton Volunteer Rescue Squad, much like the Fire Department, is made up of dedicated volunteer members who are providing a valuable service to the community. The rescue squad answered over 2,000 calls for assistance in 2000. It should be noted that a growing percentage (34%) of these calls are to in-Town nursing homes and assisted-living facilities – many of which are non-life threatening. The Squad has attempted to deal with this problem in hopes that more life threatening calls can be handled and more efficient use of the squad's resources employed. Unfortunately, the nursing homes are not cooperating and recent reports of calls for rescue squad assistance for illnesses as minor as a nosebleed are taxing the Department's resources. Town staff is currently investigating the potentials for an ordinance limiting such service to help the Squad deal with the issue.

The Warrenton Rescue Squad consists of approximately forty-five (45) adult members and three (3) junior members, with the vast majority holding at least Basic Emergency Medical Technician certification through the Commonwealth of Virginia. Certification in cardiopulmonary resuscitation (CPR) is required of all members. In addition, approximately ten (10) members have advanced life support certifications ranging from Shock-Trauma Technician to Cardiac Technician, to nationally registered paramedic classifications, to several members continuing in training to provide Advanced Cardiac Life support. Paid Fauquier County EMS personnel man the station during weekdays from 6 a.m. to 4 p.m. and respond to calls using the squad's equipment, but volunteers are asked to spend approximately forty (40) hours per month running duty at the station.

Of the forty-five (45) members of the WVRS, many run at least one regular duty shift and many also serve as officers spending an equal amount of time attending to the operational and administrative

business of the squad. A number of non-active members are on official leave of absence for military or educational pursuits.

The WVRS currently operates a fleet of three (3) mobile intensive care ambulances and a heavy rescue truck for patient extrication and fire fighting support. A new ambulance was scheduled for purchase this year and deferred so other portable equipment could be brought. Combined, this fleet and its associated on-board equipment represent an investment of approximately \$500,000. All have been purchased mostly with donations from the citizens of Fauquier County and the Town of Warrenton.

The FY 2002 departmental budget includes a slight increase of \$2,000 in the Town's contribution of \$12,000 as suggested for the rescue squad, due to overall costs increases that have occurred since the Town initiated this expenditure several years ago. A \$1,000 increase is also suggested for the communications line item to help defray some of the cost of pager purchases and maintenance. As Council will recall, this item was added in FY 1994 by the Town as a measure to have the fire warning siren turned off due to citizens complaints. Within the next year the Squad has indicated that funding will be necessary for replacement of a new squad truck, which will cost about \$285,000.

WARRENTON VOLUNTEER RESCUE SQUAD TOWN/COUNTY CALLS 1994-2000

	1994	1995	1996	1997	1998	1999	2000 *
Total Calls	1743	1848	1865	1800	2000	2500	2079
Town	860	1035	941	850	1180	1500	1083
County	883	813	924	950	820	1000	966

Source: Warrenton Volunteer Rescue Squad

* Through November, 2000

In Summary

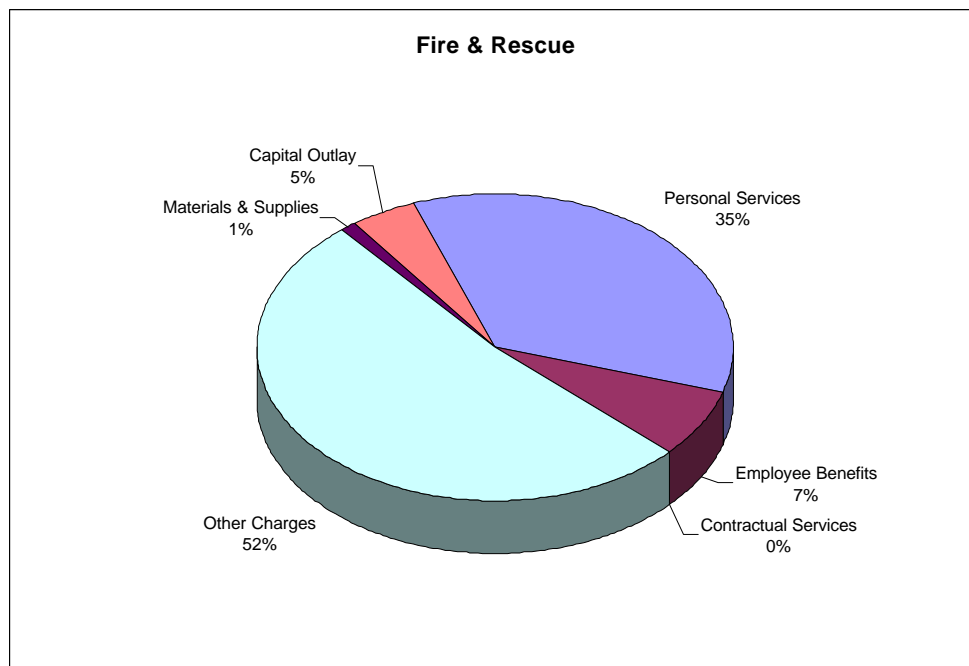
- Calls in the Town of Warrenton represent fifty-two (52) percent of total call volume.
- Calls to nursing homes in the Town represent thirty-four (34) percent of total call volume.

The need for funds for the volunteers has not diminished over the previous year. Consequently, based upon increases in cost for fuel and general operations, I am recommending that the Council continue basic support for the Squad in the amount of \$22,000, an increase of \$2,000 over the current year. I further recommend that the \$6,720 collected via proffers from the Highland project be transferred to the Squad. In consideration of the Town's position in relation to financing several County-related functions, I cannot recommend additional funding at this time.

Council needs to be aware that both the Rescue Squad and the Volunteer Fire Department each receive approximately \$46,594 per year from Fauquier County for operations. The County contribution is based on a total County amount distributed on an equal basis among the thirteen (13) fire and rescue companies in the County. This amount does not take into account the level of activity and calls responded to by each department or company and, consequently, high volume companies and squads like Warrenton receive little or no consideration under the current funding formula. The

funding formula is becoming a particularly acute problem as volunteers must train more to maintain certification, run more calls to meet citizen demands and be at their duty station more to fulfill an obligation they have taken on to serve their fellow citizens. The volunteers save both the Town and County citizens significant amounts of money since they supplement a full complement of full time paid rescue providers. I believe this is an issue which the Town Council should address with the County since the Warrenton Fire Department and Rescue Squad are seeing an increasing amount of calls with relatively static County financial assistance.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$50,254	\$53,185	\$32,814	\$39,066	(\$14,119)
Employee Benefits	12,365	13,998	6,801	7,983	(6,015)
Contractual Services	0	0	164	0	0
Other Charges	48,507	49,046	52,135	57,400	8,354
Materials & Supplies	312	800	2,680	1,000	200
Capital Outlay	70	4,000	0	5,000	1,000
Total	\$111,508	\$121,029	\$94,594	\$110,449	(\$10,580)

Personnel Summary

Full Time	1.3	1.3	1.3	1.3	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.3	1.3	1.3	1.3	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Firefighter	1.0
Senior Construction Inspector/Building Official	0.3
Total Authorized Positions	1.3

FY 2001 Significant Accomplishments

N/A

FY 2002 Departmental Goals

- To continue to perform fire inspections for all educational, institutional, and assembly use facilities within the Town that are no longer provided by the Commonwealth.
- To continue to assist in coordinating fire alarm systems into a system (911) which will both enhance emergency services response time as well as curtail false alarms.
- To continue to work closely with the Architectural Review Board on coordinating the "Americans With Disabilities Act" and the building/fire code requirements, as Historic District buildings are renovated.
- To provide exceptional volunteer service to the citizens of the Town of Warrenton.
- To continue to improve response capabilities by taking advantage of training opportunities for fire fighting, EMS, and hazardous materials response.

Performance Measurement Plan:

Statement of Purpose

To provide exceptional volunteer service to the citizens of the Town of Warrenton.

Program Inputs

FY 2002Budget	\$ 110,449
FTE's	1.3

Program Effectiveness Measures

N/A

Function:	Public Safety
Fund:	General
Department:	Inspections Department

FY 2002 Budget

Program Description

The Inspections Department provides all inspections related to building, fire, soil and erosion control and utilities. The department also enforces the Town's Building Maintenance Code, provides technical advice to citizens, contractors and business owners, as well as other Town staff members in the field.

The Department, while included in the Public Safety functional classification, is under the supervision of the Director of Planning & Community Development and as such delivers a level of service based upon both the mission and value statements adopted by the Town Council. The Department strives to keep citizens, contractors, businesses and other staff members up to date on any building code changes.

During the past year the department has implemented a new building permit system to assist in the issuance and tracking of building permits. All inspectors have been certified or recertified as a Mechanical Plan Examiner, General Plumbing Inspector, Erosion and Sediment Control Plan Reviewer and Inspector and Fire Protection Inspector. Additional course work in structural plan review, fire prevention, fire alarm systems and model energy codes were successfully completed increasing the technical knowledge and skill level of all Town Inspectors.

Manager's Message

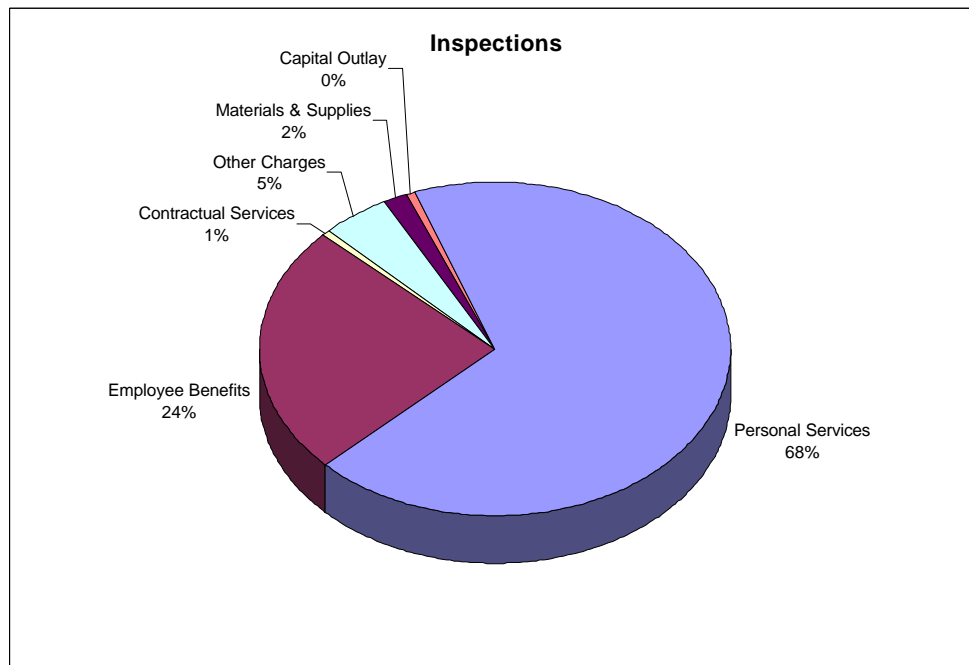
The Department of Inspections activity level has increased significantly over the past year given the accelerated pace of private building activity in the Town and the number of public works projects which are ongoing. The level of activity that continues to increase in dollar value over FY 2000 and has not subsided in FY 2001. The Town's efforts in soil erosion plan, site plan, utility plan, building plan review and inspections, zoning inspections, fire plan reviews and inspections, elevator inspections and enforcement as well as enforcing violations of grass and sign ordinance violations continue to grow. It is important to note that with the continuing growth in inspections, that permit applications continue to be approved in five (5) days or less, inspections are usually carried out on a same day or next day basis, and customer satisfaction comments remain high, as evidenced in periodic reports provided to the Council.

During the past year the department processed 272 building permit applications, completed 2,221 field inspections on new and renovated buildings and provided 153 fire inspections on commercial-type buildings and made numerous miscellaneous inspections. Eighty-seven (87) new single family homes were built and inspected, thirty-five (35) townhomes or multi-family projects were constructed and several large commercial and Town projects were completed at a value of over \$2.5 million. It is anticipated in the coming year that the department will continue to experience a heavy workload due to construction at the Gold Cup, Cannon Ridge and North Rock residential projects, several commercial projects planned in the Walker Drive and Lee Highway areas, the North Rock

commercial project, continued renovation and expansion of Fauquier Hospital and construction of office buildings along Shirley Avenue. The budget proposed for this department remains a status quo budget representing an increase of \$2,352 or 1.4% over the current fiscal year, mostly in the area of personnel costs previously noted.

The costs for the department continue to be less than the inspections costs paid by the Town in 1991 (\$199,465 audited figure) when the Town contracted with the County and the private sector for inspection and plan review services. In addition the Town's citizens and businesses receive a higher quality overall inspection with more attention to detail along with resolution of problems in a service-oriented manner. The major increase in the budget can be attributed to salary and benefits increases, as previously noted, and portions of salaries for inspectors, as previously noted, are also allocated to the Fire Department budget (30% Fire Budget, 70% Building Budget for Building/Fire Official) and 30% Building Budget and 70% Planning Budget for Building Inspector/Zoning Inspector. Funding for the department is recommended as noted.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$107,223	\$112,709	\$88,702	\$112,933	\$224
Employee Benefits	32,794	37,408	29,406	39,536	2,128
Contractual Services	971	925	1,072	925	0
Other Charges	6,974	8,125	3,921	8,015	(110)
Materials & Supplies	1,790	2,875	1,131	2,875	0
Capital Outlay	172	700	470	700	0
Total	\$149,924	\$162,742	\$124,702	\$164,984	\$2,242

Personnel Summary

Full Time	2.0	2.0	2.0	2.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	2.0	2.0	2.0	2.0	0.0

FY 2002 Authorized FTE's:

Position	Full Time Equivalent Employees (FTE's)
Senior Construction Inspector/Building Official	0.7
Building Inspector	1.0
Building/Zoning Inspector	0.3
Total Authorized	2.0

FY 2001 Significant Accomplishments:

- Completed the inspection of the Plain Road Storm Improvement Project.
- Completed the inspection of the Walker Drive sewer extension.
- Field directed and inspected the annual asphalt overlay program.
- Completed the inspection of water and sewer lines as part of VDOT's Shirley Avenue project.
- Completed various re-certification and training programs held through state agencies.
- Completed inspection of the water and sewer lines in the Huntsman Ridge subdivision, which is located outside the Town.

- Completed 741 building inspections during the first six months of the year.

FY 2002 Departmental Goals:

- To continue to perform fire inspections for all educational, institutional, and assembly use facilities within the Town that are no longer provided by the Commonwealth.
- To continue to assist in coordinating fire alarm systems into a system (911) which will both enhance emergency services response time as well as curtail false alarms.
- To continue to work closely with the Architectural Review Board on coordinating the “Americans With Disabilities Act” and the building/fire code requirements, as Historic District buildings are renovated.
- To maintain certifications for all staff through training offered by the State’s Department of Housing and Community Development and association memberships.
- To inform the Town’s Building Code Review Board as to new code change cycles and the New International Codes as implemented by Virginia.
- To provide assistance in the planning of renovation projects and expansion of existing structures for all requesting citizens and businesses.
- To provide assistance in relation to landlord-tenant disputes as they relate to the Town’s Property Maintenance Code.

Performance Measurement Plan

Statement of Purpose

Provide all inspections relating to building, fire, soil and erosion control, maintenance and utilities. Insure that building and construction related activities in Town are in compliance with the building code and related state statutes and Town ordinances.

Program Inputs

FY 2002 Budget	\$164,984
FTE's	2.0

Program Effectiveness Measures

Performance Target: Complete 100% of required inspections within twenty-four (24) hours.

Monitor: Number of inspections performed and number performed within twenty-four (24) hours of request.

FY 2000 Results: 609 inspections performed and 591 performed within 24 hours, or 97%. Fifteen of these inspections were called in the same day requested, so not all could be honored.

FY 2001 Results: 2301 inspections. 2278 performed within 24 hours, or 99%.

Performance Target: Complete eighty (80%) of plan reviews within forty-eight (48) hours of receipt of complete plans for residential and seventy-two (72) hours of receipt of commercial plans.

Monitor: Number of plan reviews completed within forty-eight (48) and seventy-two (72) hours.

FY 2000 Results: Commercial permits reviewed = 45. 41 reviewed within 72 hours, or 91%.

Residential permits reviewed = 49. 46 were reviewed within 48 hours, or 94%.

FY 2001 Results: Thirty-eight commercial plans reviewed, with 34 reviewed within 72 hours, or 90%. Fifty-eight residential plans reviewed with 52 reviewed within 48 hours, or 90%.

Performance Target: Complete eighty (80%) of utility permit applications within forty-eight (48) hours of receipt.

Monitor: Number of applications and those issued within forty-eight (48) hours.

FY 2000 Results: Thirty permits were reviewed, with 29 being reviewed within 48 hours, or 97%.

FY 2001 Results: Thirty permits reviewed, with 28 reviewed within 48 hours, or 93%.

Performance Target: Respond to all inquiries from citizens, builders and customers within twenty-four (24) hours.

Monitor: Number of inquiry requests and number responded to within twenty-four (24) hours.

FY 2000 Results: All inquiries have been responded to, and it is estimated that 95% have been responded to within 24 hours. Office personnel can route calls or requests for others to follow up when the Building Official is going to be out of the office longer than 24 hours.

FY 2001 Results: All inquiries have been responded to and it is estimated that 97% have been responded to within 24 hours.

Function: Public Works

Fund: General

Department:

FY 2002 Budget

Program Description

The Public Works Department is authorized to employ 30 full-time employees who are responsible for maintaining 80.22 lane miles of roadway and right of way, a significant number of public sidewalks, a 9-acre public cemetery, nine (9) traffic signals, 14.38 miles of storm sewers, 192 pieces of Town equipment and vehicles, four public parks and various public buildings. Three Town-owned parks continue to be operated under a joint agreement with the Fauquier County Parks and Recreation Department and a fourth on Gay Road will soon be in the planning stages if funding is approved by Council. The Public Works Department continues to provide curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard and plastics and metals and also provides brush and leaf collection on a periodic and “as needed” basis for the Town’s citizens and businesses. In addition, the recycling program continues to accept motor oil, fluorescent bulbs and office paper. Seven of the nine Public Works budgets are funded through the Town’s General Fund and two budgets, the arterial and collector street budgets are funded partially through annual road maintenance payments from the Virginia Department of Transportation, which are estimated to be \$726,546 in FY 2002.

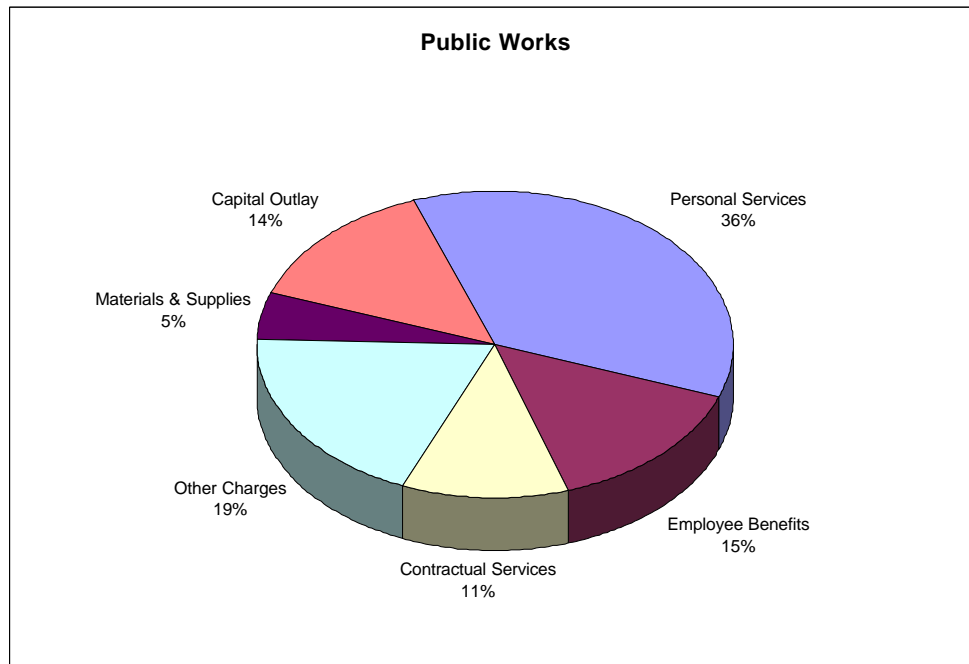
Manager’s Message

The combined General Fund budget for Fiscal Year 2002 for Public Works functions total \$2,194,134, an increase of \$82,157, or 3.9% over the current fiscal year with the major portion of the increase coming due to a need to mill and repave Broadview Avenue as part of the Arterial budget. The Public Works Department continues to represent the largest portion of all General Fund expenditures and is a Department which touches almost all citizens of the Town on a daily basis. The Department's responsibilities continue to increase due to the number of new citizens who have moved into the community (an estimated 1,900 since 1990), the growth in facilities which have occurred (i.e., construction of new streets, sidewalks), expansion of the Town’s borders via the 1992 boundary adjustment and expansion of the Town's responsibilities in storm drainage construction and maintenance, recycling, etc.

Funding for the numerous budgets within the Public Works Department will allow the Town to continue to maintain street surfaces (only 21 of the 150 streets in Town have not been paved since 1990 and of these ten will be repaved in the current or proposed Fiscal Year 2002 budget) and to continue to focus on planning for new sidewalks, drainageways, etc., while maintaining current facilities. In 2000, the Department received a response of good to excellent from over ninety percent (90%) of those citizens responding to a survey which asked them to evaluate Town public works related services. This is a significant accomplishment when it is recognized that the Department experienced a twenty-three percent (23%) turnover rate of personnel in 2000 and often functioned

with two or more vacancies in personnel. Coupled with growth in infrastructure and the maintenance responsibilities that are tied to the improvements, the Department continues to do its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$719,652	\$791,481	\$588,467	\$791,001	(\$480)
Employee Benefits	260,691	324,911	233,725	319,254	(5,657)
Contractual Services	230,261	216,304	198,262	246,613	30,309
Other Charges	417,390	444,355	180,357	420,896	(23,459)
Materials & Supplies	89,252	113,902	64,084	109,933	(3,969)
Capital Outlay	299,722	221,024	23,634	306,337	85,313
Total	\$2,016,968	\$2,111,977	\$1,288,529	\$2,194,034	\$82,057

Personnel Summary

Full Time	26.0	25.1	25.1	25.1	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
Total	32.0	31.1	31.1	31.1	0.0

Function:	Public Safety
Fund:	General
Department:	Public Works Administration

Program Description

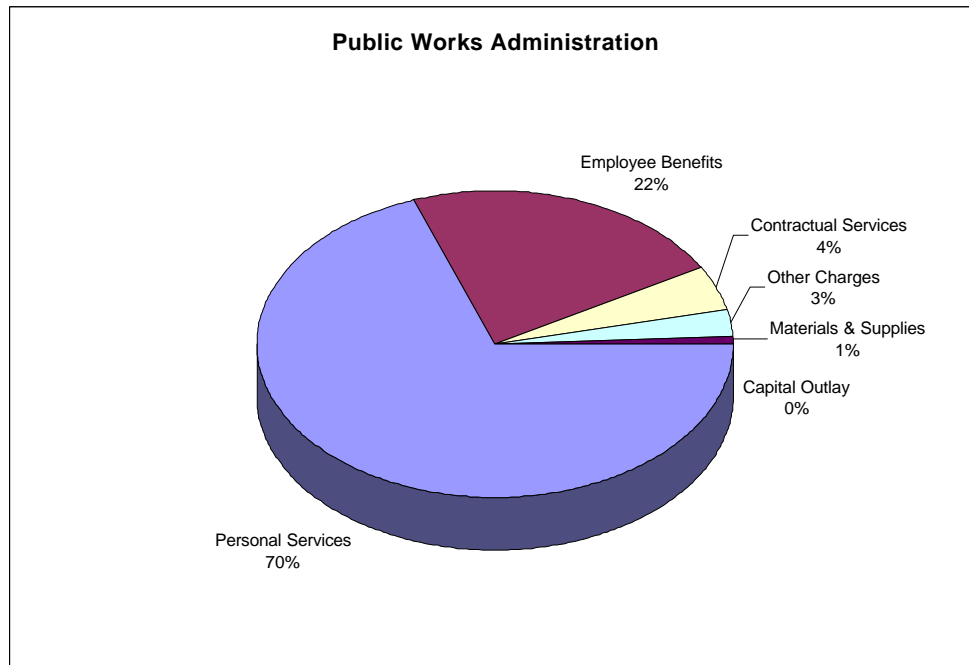
The Administrative Department is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short and long range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, the enforcement of the Town's Storm Water Management Program, maintenance of streets, street lights and traffic signals and for the review and approval of site development plans.

The Town has passed and strictly enforces a storm water ordinance to prevent local flooding problems and to improve surface water quality. Personnel changes have been effected in the spirit of trying to do more with less. The Department's major successes have been in the inventory of major drainage problem areas in Town and the correction or programming for construction, of the most critical areas which threaten personal safety and property damage.

Manager's Message

The administration budget for the Public Works Department reflects an increase of \$15,681 primarily due to previously described salary increases. The budget supports all costs associated with day-to-day operation and management of the Public Works department and its varied functions. As can be noted, no significant changes are proposed in the budget as presented. Expenses within the budget support a wide range of Public Works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning and are expected to continue at maintenance levels in FY 2002. As proposed by the Director, a survey of the Town's citizens will be a continued function of the agency and will be mailed to all households during the course of the year with results tabulated and utilized to measure the citizens' satisfaction with Department-provided services. In addition, the "Professional Services" line item includes funds to accommodate miscellaneous surveying costs, property appraisals, easement plats and technical assistance for Public Works related projects, such as studies of intersections for which citizens have requested traffic signals. This year the staff, with available resources, will study the Falmouth and Lee and Falmouth and Shirley Avenue intersections. While the Town in the past could count on assistance from VDOT for these types of studies, due to their staffing limitations, we are still waiting for assistance from a request made a year ago. It appears with traffic growing in Town, our citizens patience in some areas is growing thin in response to providing them definitive answers to their questions.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$161,830	\$173,993	\$130,848	\$184,069	\$10,076
Employee Benefits	54,610	56,880	44,099	59,497	2,617
Contractual Services	16,650	8,450	19,425	11,931	3,481
Other Charges	6,216	8,106	3,109	7,288	(818)
Materials & Supplies	1,937	2,000	1,412	2,300	300
Capital Outlay	130	225	0	250	25
Total	\$241,373	\$249,654	\$198,893	\$265,335	\$15,681

Personnel Summary

Full Time	5.0	4.1	4.1	4.1	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	5.0	4.1	4.1	4.1	0.0

FY 2002 Authorized FTE's:

Position	Full Time Equivalent Employees (FTE's)
Public Works & Utilities Director	0.5
Public Works Superintendent	1.0
Project Engineer	0.6
Secretary	2.0
Total Authorized Positions	4.1

FY 2001 Significant Accomplishments:

- Using Public Works staff, two parking lots in the Old Town area were designed and constructed in the first quarter of the fiscal year. The two lots added over 125 parking spaces to ease parking problems in the downtown area. Additionally, twelve (12) more spaces were obtained by re-striping and better organizing existing on street parking within the historic district.
- Public Works staff continued to provide Council with professional analysis of infrastructure requirements and cost estimates for three (3) recreation areas and a potential industrial park. Engineering analysis, cost estimates, and site development studies were also conducted on the future Police Department site located on Shirley Avenue.
- Staff continued to provide the high level of service that is expected by the residents of the community. This was most evident through the results of the Town's first survey of public works and utility services that gave citizens the opportunity to rate the services provided by the Public Works Department. Over 90% of the citizens responding to the survey rated the Public Works services in the category of "good to excellent".
- Capital Improvement projects are currently on schedule for completion by the end of the fiscal year, with the Main Street Sidewalk, Street and Lighting project on hold awaiting a decision by the business community and final approval by the Council.
- Public Works and Utility Division staffs continue to improve on their excellent cooperative working relationship. The best example is the successful completion of the Main Street Waterline Replacement Project that depended heavily on critical assistance by Public Works personnel and equipment.
- Staff continued to provide a high level of service to the community in maintaining its appearance while averaging three to four (3-4) vacancies throughout the year. Staff was able to achieve results through additional contracting of services and part-time hires.
- For the fourth year in a row the administrative staff experienced no lost time injuries or vehicle accidents.

FY 2002 Departmental Goals:

- Finish the fiscal year with all Capital Improvement Projects completed without having to reserve or

carryover funds.

- In addition to the above, complete prior reserved projects from FY 2001 that may have not been completed, giving the department a clean slate going into FY 2003.
- Create and maintain a safe working environment for all Public Works employees with particular emphasis on experiencing no lost time accidents and no vehicle accidents.
- Continue to provide the highest quality of services to the citizens of Warrenton and have over 90% of citizens' responses to the Department's annual survey of services be "good to excellent."

Performance Measurement Plan:

Statement of Purpose

The development and management of Public Works as an operational entity.

Program Inputs

FY 2002 Budget	\$265,335
FTE's	4.1

Program Effectiveness Measures

Performance Target: All public inquiries or complaints shall have a first response within one work day of receipt.

Monitor: Departmental event log.

FY 2000 Results: With voice-mail now it is difficult to track and the responsibility of each staff to follow-up on messages left. All complaints or serious inquiries have been responded to on a timely basis. No complaints received on not responding. During the spring council elections the department received numerous calls from candidates relaying inquiries from constituents. Valid inquiries were addressed and those of a political nature were filed.

FY 2001 Results: All inquiries/complaints are addressed on the same day received, often immediately by transferring customer or developer to the proper staff member via interconnected phone system. Individual voicemail has prevented a close tracking of calls, but there have not been complaints of calls not returned in a timely manner.

Performance Target: Any action or request requiring action by town staff will have a follow-up call within 5 working days of completion to determine customer satisfaction or input.

Monitor: Departmental event log.

FY 2000 Results: Has not been implemented. This standard was copied from standards of larger communities who have a work order system whereby requests are recorded on a formal work order, which is scheduled and passed on to an employee who performs the work and completes the work order. All completed work orders are reviewed with a spot check of the work with a follow up phone call. This system is geared towards building maintenance items and less for public right of ways and

use areas. Staff will review the standard to determine its validity for future budgets and possible alternatives.

FY 2001 Results: A formal call back system still has not been completely implemented. Most requested work, which is performed by staff or contractors, is followed up on the site with the concerned party before the crew leaves to insure all are satisfied (example: resident on Moffett Street thanked crew and expressed her appreciation for the work performed upon completion).

Performance Target: All site plans which are to be reviewed within the specified times requested by the Director of Planning and Community Development.

Monitor: Planning & Community Development monthly report.

FY 2000 Results: All site plans reviewed within time limit.

FY 2001 Results: Meeting the standard to date.

Performance Target: Operation of the department will fall within the annual approved budget amounts with not more than +/- 10% deviation at any given time during the year.

Monitor: Departmental financial reports.

FY 2000 Results: Not counting CIP and considering the vehicle expense accounts as encumbered, Public Works is at 12.8% funds remaining with 1+ month remaining in the FY which should be 8.3%. The turbulent turnover of personnel has left an average of 2-3 positions vacant for the entire year.

FY 2001 Results: At the 10 month mark, the remaining PW budget for its 10 budget areas is at 28%. When considering vehicle expenses, which are not included until the year end closeout, the budget has 18% remaining, in line with 16% for two remaining months.

Performance Target: A safe work environment will be provided with no lost time accidents occurring.

Monitor: Workers' Compensation monthly report.

FY 2000 Results: No lost time accidents to date.

FY 2001 Results: No lost time accidents to date (Administration).

Performance Target: Public Works services should be rated "good to excellent" by 70% or greater of the respondents of a town wide annual survey.

Monitor: Citizen survey results

FY 2000 Results: Survey is currently being mailed to all town residents with a reasonable response expected by the end of June. As a lesson learned it is proposed that future surveys will be at the Public Works office and residents will be asked to fill out a survey at the time they pickup their yearly supply of trash and "blue recycling" bags. This will provide a better response, provide timely information and save on mailing costs.

FY 2001 Results: FY 2001 survey to be distributed in the end of May 2001. In the last survey (May 2000) 90% of respondent rated services "Good to excellent".

Performance Target: No projects from the previous FY remaining on the reserve log at the mid point of the current FY.

Monitor: Departmental financial report.

FY 2000 Results: To be determined.

FY 2001 Results: Council has decided to defer the Main Street project until the Spring 2002. All other projects are scheduled to be completed by the end of the fiscal year or the end of the summer at the latest.

Performance Target: At the end of the fiscal year, no council action will be required to reserve unexpended funds or to amend the FY 2002 budget to accommodate carry-over of funds.

Monitor: Departmental financial report.

FY 2000 Results: To be determined.

FY2001 Results: To be determined.

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Function:	Public Safety
Fund:	General
Department:	Street Maintenance

FY 2002 Budget

Program Description

The Street Maintenance Department is responsible for all maintenance and repair activities associated with the 74.54 lane miles of public roads within the corporate limits. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this report, for the maintenance of both arterial and collector streets.

Manager's Message

The "Street Maintenance" section of the Public Works budget sets aside funds which are used for tree maintenance, snow removal, street cleaning, litter pick up, routine maintenance, curb and other types of traffic related markings, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. Through the efforts of the Council in the past, the Town has been allotted two fully staffed street maintenance crews and one full weed eating crew and has freed up two staff members to paint curbs, stop bars and parking spaces during the summer months. This had resulted in the maintenance staff being able to adequately keep up with the functions assigned to the Department and ensures that the appearance of the Town's properties are kept up to the level expected by the Town's citizens. Personnel related funds in this budget are supplemented by the arterial and collector budgets when work specifically targeted to those classifications of roadways are carried out.

Unfortunately, in today's labor market, the Town has experienced a high turnover rate and has maintained three long-term vacancies through the fiscal year. While two of these vacancies are expected to be filled in the Spring of 2001, it is anticipated that through turnover, one vacancy will remain in some position within the Department throughout the next fiscal year. Consequently, salaries have been adjusted downward in anticipation of a vacancy remaining and are reflected within the budget of the department.

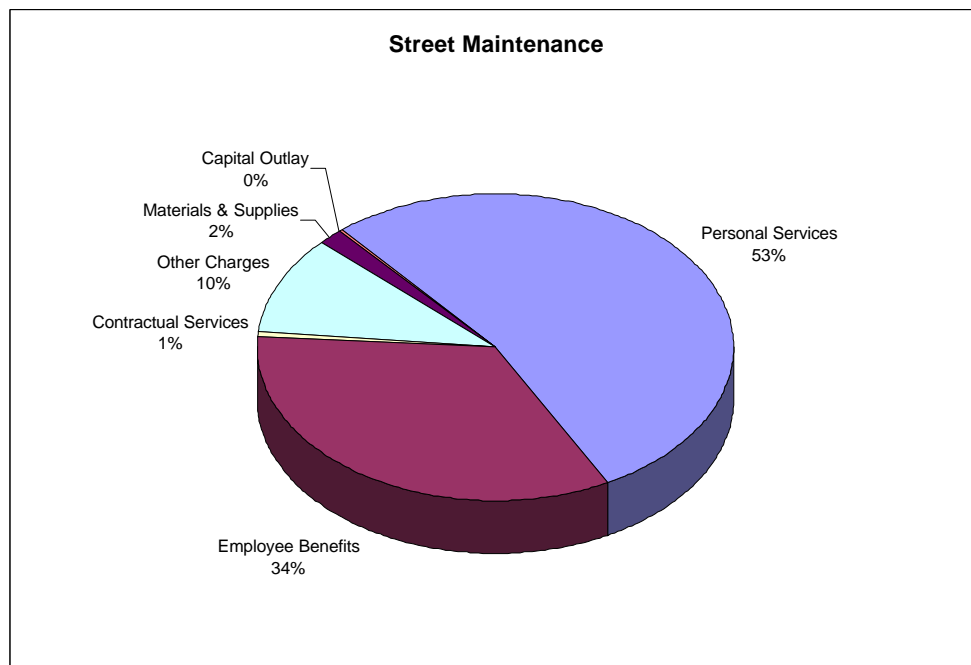
Major expenditures for a new street vacuum (\$110,000) and to replace a dump truck (\$45,000) have been moved to a lease purchase line item to lessen the impact on the proposed budget. The current street vacuum purchased in 1990 is in poor condition after 6,426 hours of service and 28,560 miles of use. The water storage tank used to reduce dust leaks heavily allowing less than thirty minutes of use between stops for refilling. With complaints about dust and noise, a key concern, it has been found that new sweeper technology has reduced dust a great deal and has developed equipment with a far quieter noise level of 72 db which is much less than the current sweeper (110 db) and roughly equal to that of a panel truck. Removal of dirt and debris from the Town's streets not only improves the

Town's appearance but communities under 10,000 in population are moving toward a permit process through the Environmental Protection Agency as the nation attempts to better clean up stormwater before it enters surface waters. Regular sweeping helps to keep siltation out of waterways and prevent the transportation of pollutants. Phase II of the EPA regulations which takes effect in 2003-2004 requires communities to work toward six control measures, one of which is regular street cleaning.

The second major lease purchase item proposed is for a new diesel dump truck. The Town has been working for the past several years to upgrade its fleet of dump trucks from gas to diesel engine trucks as the older vehicles are replaced. The vehicle proposed for replacement this year is a 1990 gas model with 49,000 miles of service and is the last gas powered dump truck in the Public Works fleet. The truck has begun to show its age over the past two years with \$5,285 spent in repairs since July 1998. With the purchase of a new truck, this truck will be sold for salvage and is valued between \$5,000 to \$6,000. The older gas model engines have more emission type equipment that is difficult to repair and involves parts (smog pumps, tubes and valves) needing replacement on a more frequent basis than diesel engines. Diesel engines are also more durable with longer life spans than gas, particularly when evaluating the type of the work these type vehicles perform.

With the exception of "lease of equipment" and "electric current" line items, all expenditures are relatively stable and involve routine maintenance items or increases caused by growth in the Town's infrastructure. The department plans to lease a track backhoe in the coming year to remove sediment at three major roadway culverts that is beginning to block the flow of stormwater (Blackwell Road, Van Roijen Street and Lee Highway). In addition, electrical costs have been increased by \$1,000 to cover operational costs of additional street lights which have been added to the system.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$219,531	\$253,609	\$210,651	\$252,809	(\$800)
Employee Benefits	124,556	167,555	117,822	159,095	(8,460)
Contractual Services	2,643	3,130	2,012	2,730	(400)
Other Charges	42,601	43,850	37,475	49,400	5,550
Materials & Supplies	(10,393)	12,400	9,334	8,100	(4,300)
Capital Outlay	114,450	8,700	1,687	700	(8,000)
Total	\$493,388	\$489,244	\$378,981	\$472,834	(\$16,410)

Personnel Summary

Full Time	14.0	14.0	14.0	14.0	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
Total	20.0	20.0	20.0	20.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Crew Foreman	2.0
Motor Equipment Operator I	6.0
Motor Equipment Operator II	2.0
Laborers	4.0
Part-time Seasonal Laborers	0.7
Total Authorized Positions	14.7

FY 2001 Significant Accomplishments:

- The streets continue to receive a superior rating from VDOT during the annual inventory inspection for maintenance payments. Although short two (2) motor equipment operators for most of the year, crews have been able to keep pothole sightings to a minimum.
- Another major link of the pedestrian corridor system in town is on schedule for completion. The Alexandria Pike sidewalk is on schedule for completion in the Spring of 2001 leaving only one short section of sidewalk along Blackwell Road to complete the corridors from the Old Town out to the business by-pass area.
- 93% of respondents to the Town's annual Public Works survey rated the condition of the town's streets and sidewalks as "good to excellent".

- Supervisors, operators and laborers continue to be conscientious about safety with no injuries and only one minor vehicle accident experienced during the period.
- Public Works staff continues to receive compliments from visitors on the clean appearance of the town's streets and landscaped areas. Right of way mowing, weekly roadside trash pickups, street sweeping, leaf and brush collection and pavement overlaying continue to be the prime efforts of the staff. The purchase of two new commercial type lawnmowers is a significant improvement over prior equipment and has improved efficiency by almost thirty-five percent (35%) and the quality of the mowing performance overall.
- An aggressive paving schedule for the Spring of 2001 will ensure the smooth and safe ride-ability of the Town's public streets continues to be maintained

FY 2002 Departmental Goals:

- Maintain the streets and roadways of the Town in a condition that provides the motorist with a smooth riding, properly marked and signed, safe and comfortable pavement.
- During inclement weather, keep all major traffic corridors open for emergency vehicles and those motorists who must be on the road.
- Continue street beautification programs such as "Tree City USA" and "Adopt-a-Spots" to maintain the positive visual appearance of the community for those traveling the Town's streets.
- Resurface Broadview Avenue which is the last major arterial improvement project for the near future. This will be challenging in that it must be accomplished around the 30,000 vehicles per day that travel the road.
- Complete sidewalks in the major pedestrian corridors by building the final Blackwell Road section of sidewalk. Completion will provide safe and complete pedestrian access from the Old Town area to the outer reaches of the Town along the traffic corridors of Waterloo Street, Culpeper Street, Falmouth Street, Winchester Street, and Alexandria Pike/Blackwell Road.

Performance Measurement Plan

Statement of Purpose

Maintain the Town of Warrenton's public roadways and right-of-ways.

Program Inputs

FY 2002 Budget	\$472,834
FTE's	14.7

Program Effectiveness Measures

Performance Target: Receive not more than ten complaints/reports of "potholes" during the year and respond within forty-eight hours when weather conditions allow.

Monitor: Departmental event log.

FY 2000 Results: Meeting standard with the following reported and repaired:

One pothole at Warrenton Middle School that was repaired.

Not a pothole, but pavement unravel on Broadview, more than 48 hours to repair.

Shoulder of Alexandria Pike.

One reported in the parking lot C.

Depression in Culpeper Street, not a pothole.

FY 2001 Results: Meeting standard with only 6 potholes reported to date that have been repaired. Those not repaired within 48 were due to weather or non-availability of asphalt. Two reported potholes were actually holes in the gravel shoulder stone and not pavement failure. Most reports come from other town staff with only 2 reports from citizens.

Performance Target: Continue to maintain traffic on arterial streets during snow storms and remove snow and ice off all travel ways within eight hours of snowfall ending. Side streets, collectors and parking lots are to have snow removed within sixteen hours of snowfall ending under normal snow storms.

Monitor: Departmental event log.

FY 2000 Results: Maintained target on the five snows for the year.

FY 2001 Results: Met the standard on all eight snow days.

Performance Target: Street conditions should be rated good to excellent by 70% of respondents of an annual town wide survey in the categories of cleanliness, repair and riding comfort.

Monitor: Citizen survey results.

FY 2000 Results: 93% of respondents rated street conditions as "Good to Excellent".

FY 2001 Results: FY 2001 survey to be distributed by the end of May 2001.

Performance Target: Place at least 2,000 pounds of crack sealing material.

Monitor: Departmental event log.

FY 2000 Results: Did not meet the standard. The aggressive paving schedule, other commitments such as 5th Street Parking Lot, and lack of personnel have prevented performing the work.

FY 2001 Results: No crack sealant has been placed. There is a potential problem in achieving this standard for the year. The company that previously leased the sealing equipment and sold the material in bulk, no longer leases the equipment. Staff has not been able to find a firm that will lease equipment.

Performance Target: Provide permanent pavement patches on utility work within five workdays of completion of the work or the closing of that portion of an excavation.

Monitor: Departmental event log.

FY 2000 Results: Due to personnel shortages during the summer, Blue Ridge Street Waterline and service connection for the Presbyterian Church were not patched timely. The Court and Hotel Street waterline replacement project went well with trenches patched within the same week. Alexandria Pike connection completed on time, but had to be left low due to roller breaking down, final topping was completed 5 days later.

FY 2001 Results: This continues to be a real success story for both PW and the Utility Departments. The Main Street waterline project was performed with the pavement cut being patched 90% of the time on the same day/night at the end of the workday. This has continued with Waterloo Street waterline and service replacements and other smaller repairs around town. There have been several small cuts that were not patched due to other priorities or weather delays and some patches have needed additional asphalt to smooth the riding surface.

Performance Target: Replace “key” downed road signs within one hour of notification during normal hours of operation and within two hours during off hours of operation.

Monitor: Departmental event log.

FY 2000 Results: All key signs replaced timely.

FY 2001 Results: All key signs are being replaced in a timely manner.

Performance Target: Malfunctioning traffic signals will be corrected within three hours when within staff capability and within twelve hours when contractor’s help is required.

Monitor: Departmental event log.

FY 2000 Results: Meeting standard. Culpeper Street signal has been a reoccurring problem.

FY 2001 Results: Meeting standard. There were problems with re-occurring signal outages at the Culpeper Street traffic signal, the most recent repair appears to have corrected the problem.

Performance Target: A safe work environment will be provided with no lost time accidents.

Monitor: VMLGSIA Workers’ Comp monthly report of claims made.

FY 2000 Results: No lost time accidents reported. There was one reported injury which the individual was off two days, but on his own time.

FY 2001 Results: No lost time accidents reported to date.

Performance Target: All new construction and street repairs/upgrades will be performed to PFM/VDOT standards.

Monitor: Departmental log and project plans & design.

FY 2000 Results: Performing to standard. Certified by the Town Engineer.

FY 2001 Results: Town inspectors continue to insure developers build streets to PFM/VDOT standards and in questionable instances, the performance bond is being retained. Public Works street crews continue to perform repairs to standard. VDOT annual condition inspection in February 2001 was very favorable in comments of the conditions of the town’s streets.

Function:	Public Safety
Fund:	General
Department:	Arterial Street Maintenance

Program Description

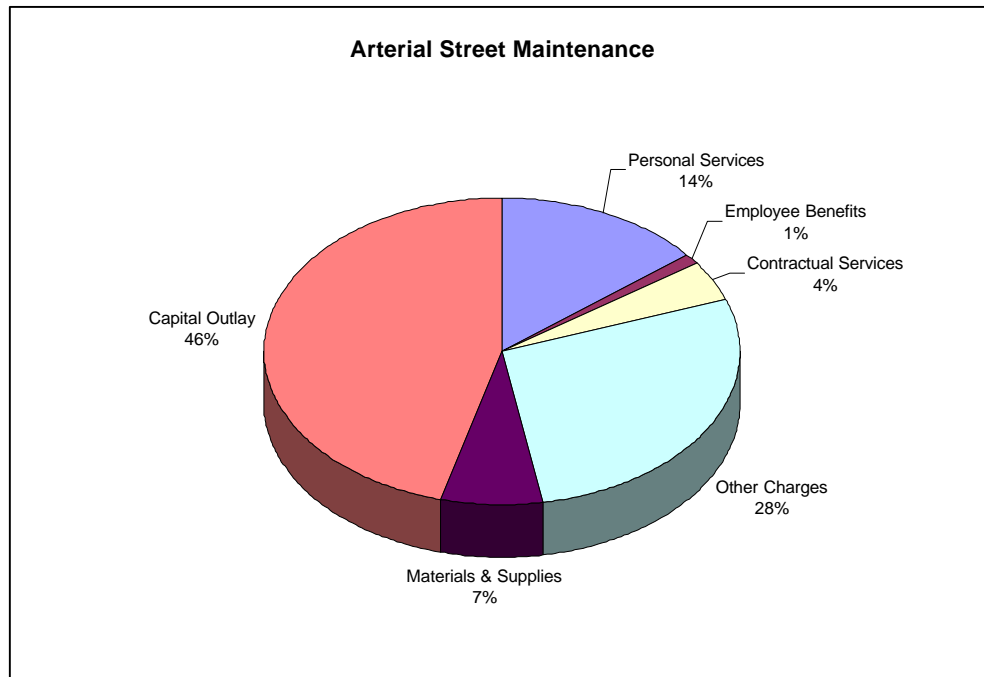
The costs associated with the maintenance activities of the 30.70 arterial street lane miles within the corporate limits are grouped under this department. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carries the major portion of through traffic in urban areas.

Manager's Message

The arterial street maintenance budget funds road work and assigns costs for expenses related to maintenance, repairs and improvements to the Town's arterial network, as designated under the Federal Highway System (U.S. 17, U.S. 29 Business, U.S. 211, U.S. 15 Business, etc.). This budget request has increased by \$124,982 over the current year's budget due to major paving that is to take place along Broadview Avenue in FY 2002. In addition, work on sidewalks and curb and gutter repairs is continued and funding is requested for continued maintenance of trees along major routes as well as routine restriping of center lines along arterial roadways.

Broadview Avenue, between U.S. Route 211 and Winchester Street, was last paved in 1991 and carried an average of 30,000 vehicles per day, according to VDOT traffic counts. This volume peaked at 31,000 vehicles in 1996 prior to the U.S. Route 17 Spur completion, dipped to around 28,000 vehicles per day after the Spur opened, and the roadway is again carrying at least 30,000 vehicles per day. The pavement along Broadview has deteriorated in sections and the pavement joints are raveling and widening, allowing water to get under the pavement layers accelerating deterioration during "freeze thaw" cycles. Repairs made over the past two years by street crews have been short lived due to the condition of the asphalt and volume of traffic. The two sections of the "old bypass" that are connected by this section have been repaved in the last three (3) years and are in good condition (Lee Highway and West Shirley Avenue). This is a major paving operation for the Town and will require edge milling along the gutter for smooth tie-ins and complete milling of several badly deteriorated sections. In addition, due to the volume of traffic, the paving will be performed at night in order to accommodate the businesses, very similar to what VDOT had to perform during the Shirley Avenue widening project.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$54,675	\$67,000	\$28,968	\$66,000	(\$1,000)
Employee Benefits	4,078	5,126	2,155	5,049	(77)
Contractual Services	12,113	20,300	6,810	19,100	(1,200)
Other Charges	128,070	129,600	34,062	129,600	0
Materials & Supplies	30,910	32,825	12,358	32,825	0
Capital Outlay	54,997	86,608	8,092	213,867	127,259
Total	\$284,843	\$341,459	\$92,445	\$466,441	\$124,982

Personnel Summary

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

FY 2002 Authorized FTE's

All authorized positions are detailed in the Street Maintenance Department section.

FY 2001 Significant Accomplishments

Included in the Street Maintenance Section.

FY 2002 Departmental Goals

Included in the Street Maintenance Section.

Performance Measurement Plan

Included in the Street Maintenance Section.

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**Town of Warrenton
FY 2002 Budget**

Function:	Public Works
Fund:	General
Department:	Collector Street Maintenance

Program Description

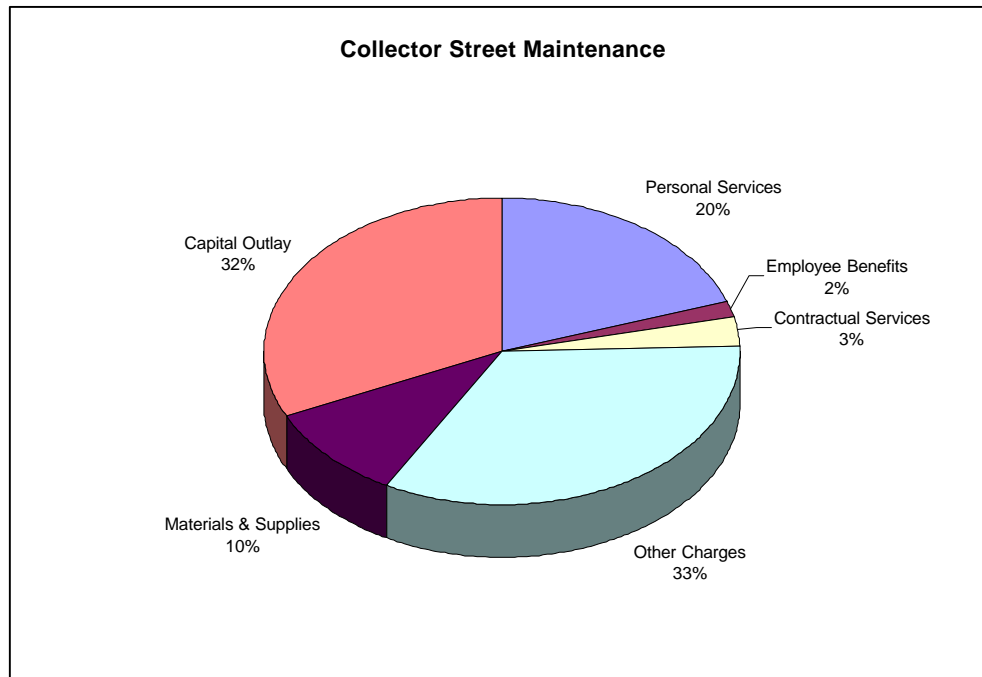
The costs relating to maintenance activities for the 43.84 lane miles of collector streets are accounted for in this function. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. Collector streets collect local traffic and distribute it to the arterial system.

Manager's Message

The Collector Street budget decreased by \$17,778 from the current year's budgeted amount due to reductions in paving costs projected for FY 2002 where a \$67,240 budget has been projected. The Collector budget provides funding for work on the less traveled streets of the Town as defined by the Virginia Department of Transportation.

Under the departmental budget, salaries and benefits are drawn down as projects are implemented or as work is carried out, much like the Arterial budget. In addition, funds are included under appropriate categories for snow removal, miscellaneous sidewalk curb and gutter repairs, supplies, replacement of damaged and old street signs, centerline markings and tree trimming. The list of streets to be repaved in FY 2002 continues to be extensive. Spot replacement work for curbs and gutters is also anticipated. The "Collector" budget also includes funds (\$2,800) for adding two hundred and ten (210) lineal feet of sidewalk along Hunter Lane to tie the Bear Wallow Knolls townhome complex to the Bear Wallow Road sidewalk as well as including funds for replacement of a rusted-out galvanized culvert with a thirty-inch reinforced concrete pipe along Evans Avenue. In addition, the "payments on contracts" line item includes funds for centerline striping (\$1,500), miscellaneous tree management projects (\$1,500) and \$6,000 for repairs to a stone wall which helps support Horner Street between North Fourth and Fifth Streets. The wall, owned by the Town, is in extremely poor condition and should it continue to deteriorate, traffic along Horner Street may need to be restricted to one lane and/or parking will need to be eliminated until the repair is made.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$44,844	\$58,000	\$26,412	\$55,000	(\$3,000)
Employee Benefits	3,212	4,437	1,991	4,207	(230)
Contractual Services	11,996	3,000	11,544	9,000	6,000
Other Charges	82,603	93,500	0	93,500	0
Materials & Supplies	43,349	27,380	13,612	27,380	0
Capital Outlay	120,445	109,568	6,031	89,020	(20,548)
Total	\$306,449	\$295,885	\$59,590	\$278,107	(\$17,778)

Personnel Summary

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

FY 2002 Authorized FTE's

All authorized positions are detailed in the Street Maintenance Department section.

FY 2001 Significant Accomplishments

Included in the Street Maintenance Section

FY 2002 Departmental Goals

Included in the Street Maintenance Section

Performance Measurement Plan

Included in the Street Maintenance Section

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**Town of Warrenton
FY 2002 Budget**

Function:	Public Works
Fund:	General
Department:	Refuse Collection

Program Description

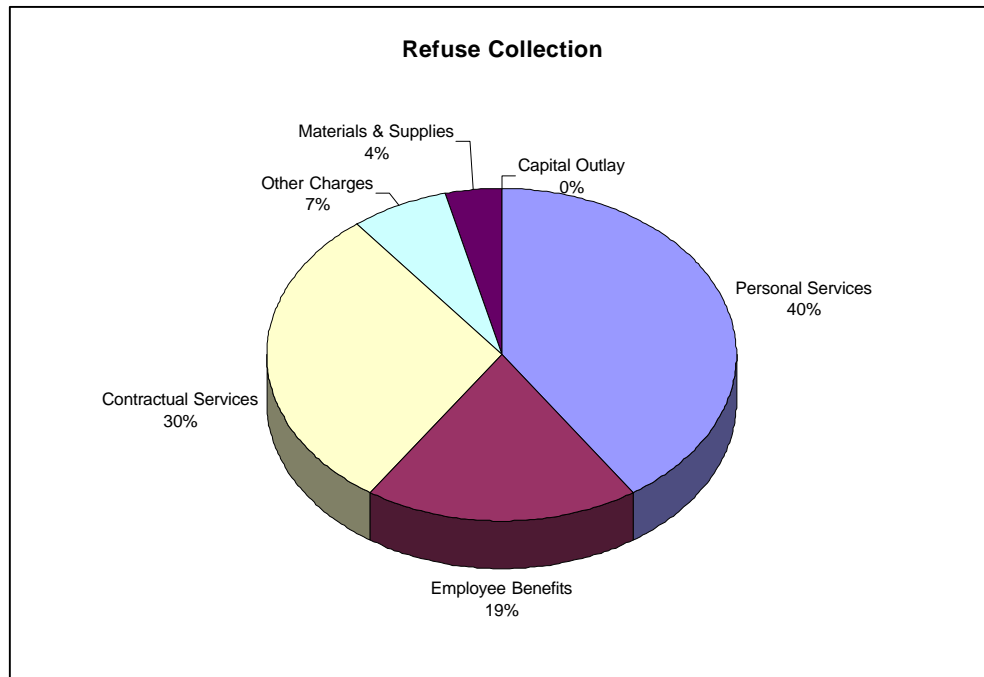
The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews including twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. As Council knows, refuse collection is provided to all homes in the community and approximately 850 businesses without additional fees or charges being assessed by the Town.

Manager's Message

The Fiscal Year 2002 budget for refuse collection shows a slight decrease due to staff turnover even though an estimated increase in tonnage disposed of at the landfill caused by growth in customers served is projected. Tipping fees at the County landfill are projected to remain constant at \$38 a ton.

It should be noted that the Town's waste stream continues to be relatively constant and that the Town collected and disposed of about 344 more tons of waste in Fiscal Year 2000 (than in 1999) while the Town's population and business base increased. It should also be noted that the Town landfilled about the same amount of waste in 2000 that it did in the early 1990s. Town staff continued to investigate other disposal locations during the budget process to determine if savings could be achieved by transporting waste out of the County and found that in Rappahannock and Culpeper Counties there continues to be no out of County refuse allowed and other private landfills and transfer stations remained more expensive when transportation costs were considered. Although the Town's households continue to increase (2,868 currently served) the cost for twice a week collection (budget divided by the number of households) indicates that the annual charge for solid waste service to a household is \$145.78. This compares favorably to private sector service offered in the County where the Director of Public Works pays \$192 annually for a similar service without semi-annual "cleanups" offered by the Town and provision of bags.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$178,253	\$172,420	\$141,383	\$164,224	(\$8,196)
Employee Benefits	62,523	77,074	56,372	76,165	(909)
Contractual Services	123,330	116,092	95,885	122,092	6,000
Other Charges	28,997	27,375	400	27,375	0
Materials & Supplies	13,828	15,200	10,411	15,224	24
Capital Outlay	0	0	0	0	0
Total	\$406,931	\$408,161	\$304,451	\$405,080	(\$3,081)

Personnel Summary

Full Time	4.8	4.8	4.8	4.8	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	4.8	4.8	4.8	4.8	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Crew Foreman	1.6
Motor Equipment Operator I	1.6
Laborers	1.6
Total Authorized Positions	4.8

FY 2001 Significant Accomplishments

- Increased service to 197 additional households which have been added to the town from new construction (Menlough, Breezewood, Highlands, Winchester Mews and new homes on vacant lots) without needing to increase the budget for FY2002.
- Complaints of service have been minimal with a slight increase over last year. Staff continues to respond to calls of missed pick-ups even if the trash was not at curbside on time in accordance with Town ordinances.
- Routes were served with no vehicle accidents by either crew or lost time accidents from personal injuries to date.
- Crews provided service to the Town residents during four (4) day holiday periods in December and January by providing trucks at two sites for citizens to deposit trash that was backing up at their homes. This service was widely advertised in the newsletter, newspapers, cable TV and web page, thus helping to reduce the numerous complaints received during prior Christmas holiday periods.

FY 2002 Departmental Goals

- With the growth of residential development over the past three (3) years and the current average of almost 100 new residential units per year, the refuse collection operations have begun to see a corresponding increase in the annual landfill tonnage. This coming year the joint goal of refuse and recycling is to landfill 3,200 tons of refuse.
- Maintain a high level of service to citizens.
- Continue to meet the high expectations of the citizens of Warrenton.
- Continue to investigate alternative sources for refuse disposal and/or collection to significantly reduce costs both in the short and long term.
- Service will be provided on time as scheduled, except in case of extreme weather.
- There shall be zero instances of damage to private property.
- There shall be zero vehicle or lost time accidents/injuries.

Performance Measurement Plan

Statement of Purpose

The collection and disposal of residential and commercial solid waste.

Program Inputs

FY 2002 Budget	\$405,080
FTE's	4.8

Program Effectiveness Measures

Performance Target: Maintain a high level of service with not more than ten legitimate complaints of service received per crew for the year. (Noise, spillage of trash and orderly replacement of receptacles curbside.)

Monitor: Departmental event log.

FY 2000 Results: There have been only a couple complaints per crew this year concerning the crew activity at a residence/business. A large number of complaints were received concerning the holiday schedule for Christmas, primarily from citizens not being aware that Mondays December 27th and January 3rd were holidays. Will re-evaluate for next season. Inquires from citizens are referred to crews the same day and any situations were rectified the same workday.

FY 2001 Results: There have been an increase number of complaints per crew this year concerning the crew activity at a residence/business. The largest numbers of complaints were received concerning the holiday schedule for Christmas, New Years and Jackson/King 4 day weekends. The complaints were primarily from citizens not being aware that the Governor had given additional days for the holidays. Continuing to re-evaluate for next season. Inquires from citizens are referred to the responsible crews the same day and any situations were rectified the same workday

Performance Target: Refuse collection services should be rated as “good to excellent” by at least 70% of respondents to an annual survey of town residents.

Monitor: Citizen survey results.

FY 2000 Results: 96% of respondent rated refuse collection services as “Good to excellent”.

FY 2001 Results: FY 2001 survey to be distributed by the end of May 2001.

Performance Target: Service shall be provided, except in case of extreme weather on a regular basis, not starting before 8:00a.m. and finishing before 4:30 p.m.

Monitor: Departmental event log.

FY 2000 Results: On several occasions crews both crews have been reported starting their routes before 8:00 a.m. No instances of taking longer than 4:30 p.m. Crews did not miss a single day of service due to inclement weather.

FY 2001 Results: Service has been provided on every scheduled day this year regardless of the weather conditions. There have been 3 instances in which the crews started before 8:00 a.m. and had to be directed back to areas when complaints have come in due to early starts.

Performance Target: Have zero instances of damage to private property.

Monitor: VML Insurance monthly report of claims made.

FY 2000 Results: No reports of property damage.

FY 2001 Results: No reports of property damage, although 2 complaints of not showing care to the empty trash cans.

Performance Target: Safe operation of equipment/vehicles by staff including employees getting on and off the truck with the result of no lost time accidents/injuries. Proper lifting techniques shall be employed.

Monitor: VMLGSIA Workers' Comp monthly report of claims made.

FY 2000 Results: No vehicle accidents or personnel injuries reported.

FY 2001 Results: Experienced one incident in which a crewmember fell off the back of the truck while it was moving. There was no serious injury, but the member was out for 2 weeks. One minor vehicle accident occurred with the truck striking another vehicle as it was backing out from servicing a business.

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Function:	Public Works
Fund:	General
Department:	Recycling Program

Program Description

The Recycling department accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity has been privatized, and provides for the collection of co-mingled household and business glass, metal, and plastics. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews. Leaf and brush collection is performed by other Public Works crews.

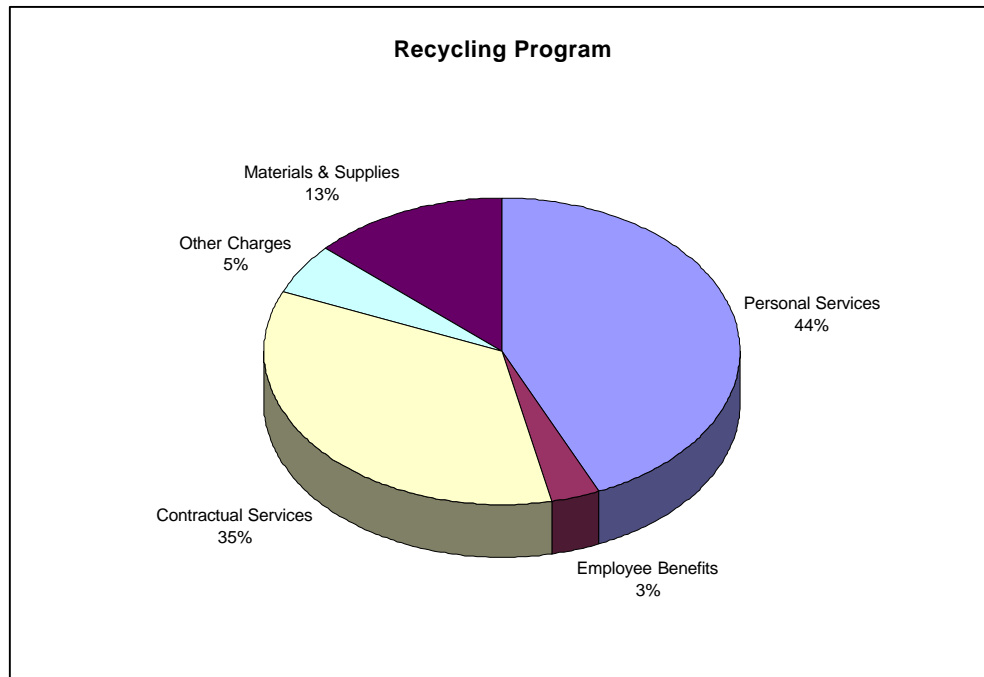
The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill.

Manager's Message

The Town's recycling program continues to make positive efforts to meet federal and state mandates concerning the minimum amount of waste that must be recycled annually, 25%. The Town continues to exceed this amount by recycling almost thirty-eight percent (38%) of the waste stream annually. It should be noted that this occurred while recycling amounts had decreased slightly by forty-three (43) tons from the previous year, but monthly amounts in fiscal year 2001 were comparable to prior years.

Town staff collects newspapers and cardboard weekly and a private contractor picks up blue bags on a weekly basis. Blue bag costs have been kept steady by use of the County recycling center at the County landfill, and with a new contract recently awarded, costs are expected to remain constant.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$36,653	\$40,605	\$30,562	\$41,806	\$1,201
Employee Benefits	2,735	3,106	2,316	3,198	92
Contractual Services	28,775	31,350	25,267	33,350	2,000
Other Charges	5,334	5,030	32	5,030	0
Materials & Supplies	20	12,800	9,080	12,800	0
Capital Outlay	0	0	0	0	0
Total	\$73,517	\$92,891	\$67,257	\$96,184	\$3,293

Personnel Summary

Full Time	1.2	1.2	1.2	1.2	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.2	1.2	1.2	1.2	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Crew Foreman	0.4
Motor Equipment Operator I	0.4
Laborers	0.4
Total Authorized Positions	1.2

No dedicated full-time personnel are authorized for this program. Pick ups are conducted by existing solid waste, Public Works staff and an independent contractor.

FY 2001 Significant Accomplishments:

- Achieved a recycling rate of 38% for FY 2000.
- The blue bag collection contract, into its fourth year of performance, is performing well and continuing to save \$26,000 annually over the budget level of four (4) years ago.
- The recycling program operated nineteen percent (19%) below budget for FY 2000 while maintaining a high level of service. Being able to use the Fauquier County recycling center at no charge for blue bags has enabled the current contractor to provide the service at the same contract price for four (4) years, while blue bag purchases for customer use were deferred in 2000 due to an adequate inventory being available.

FY 2002 Departmental Goals:

- Continue to work with Fauquier County to expand the products being processed by the County recycling center.
- Increase recycling tonnage by three percent (3%) over the FY 2001 total of 1,912 tons.
- Continue to investigate means of increasing revenue through new markets for recycled products to help in defraying operational costs.

Performance Measurement Plan*Statement of Purpose*

The collection and disposal of residential and commercial recyclable materials.

Program Inputs

FY 2002 Budget	\$96,184
FTE's	1.2

Program Effectiveness Measures

Performance Target: Recycling services rated “good to excellent” by 70% of respondents to a town wide annual survey.

Monitor: Citizen survey results.

FY 2000 Results: 92% of respondents rated recycling services as “Good to excellent”.

FY 2001 Results: FY 2001 survey to be distributed by the end of May 2001.

Performance Target: All recycling picked up on time 100% of time (not before 8:00 a.m. or after 4:30 p.m.)

Monitor: Departmental event log.

FY 2000 Results: This has been achieved. Contractor has become proficient in the route, but staff still, on rare occasions has to respond to missed bags which usually are due to bags being late placed curbside.

FY 2001 Results: Meeting the standard to date. There has been a slight learning process with the award of the collection contract to a new contractor. Several areas of Town were originally missed, but the contractor quickly redirected his forces to the areas missed. The learning curve has been much shorter than for the previous contractor at his start 4 years ago.

Performance Target: Maintain a high level of service with not more than ten legitimate customer service complaints received per town crew for the year and fifteen for “blue bag” contractor.

Monitor: Departmental event log.

FY 2000 Results: All calls for miss service are corrected the same day. In practically all cases the bags are set out after 8:00 a.m. and are the only ones on a street missed, indicating that the crew had already collected for that area.

FY 2001 Results: All calls for a missed service are corrected the same day. There has been a slight learning process with the award of the collection contract to a new contractor. Several areas of town were originally missed, but the contractor quickly redirected his forces too the areas missed. In the other cases reported, most of the recycling was set out after 8:00 a.m. and are the only ones on a street missed, indicating that the crew had already collected for that area. There has been an increase of missed cardboard in which the crew made the collection before going home for the day.

Performance Target: Any missed recycling to be collected the same day as reported.

Monitor: Departmental event log.

FY 2000 Results: 3 missed cardboard had to be collected the next day, primarily due to the call coming after duty hours. All calls prior to 4:30 p.m. have been handled the same day as the call day. During Monday holiday weeks the street crews fill-in on the cardboard and newspaper collection and due to unfamiliarity with the routes, calls are received concerning missed stops, but crews are radioed of the problem and complete the route before the end of the day.

FY 2001 Results: There have been 5 missed cardboard that had to be collected the next day, primarily due to the call coming after duty hours. All calls prior to 4:30 p.m. have been handled the same day as the call day. During Monday holiday weeks the street crews fill-in on the cardboard and newspaper collection and due to unfamiliarity with the routes places, calls are received concerning missed stops, but crews are radioed of the problem and complete the route before the end of the day.

Performance Target: Maintain a 35% recycling rate for town.

Monitor: Departmental event log.

FY 2000 Results: Recycle rate is currently at 38% as of the end of April.

FY 2001 Results: Currently just below the standard at 33.7% for the FY. Under revised computation guidelines from DEQ, sludge is included, but only appears on the reports every 3-4 months when it is land applied which causes considerable fluctuations in the rate through out the year.

Function:	Public Works
Fund:	General
Department:	Buildings & Grounds Maintenance

Program Description

This department is responsible for maintenance, repair and custodial functions for all Town owned or occupied buildings and grounds and identifies costs associated with general office equipment maintenance leases, contractual janitorial services and miscellaneous maintenance projects on public grounds, including public green space and the gateways to Warrenton.

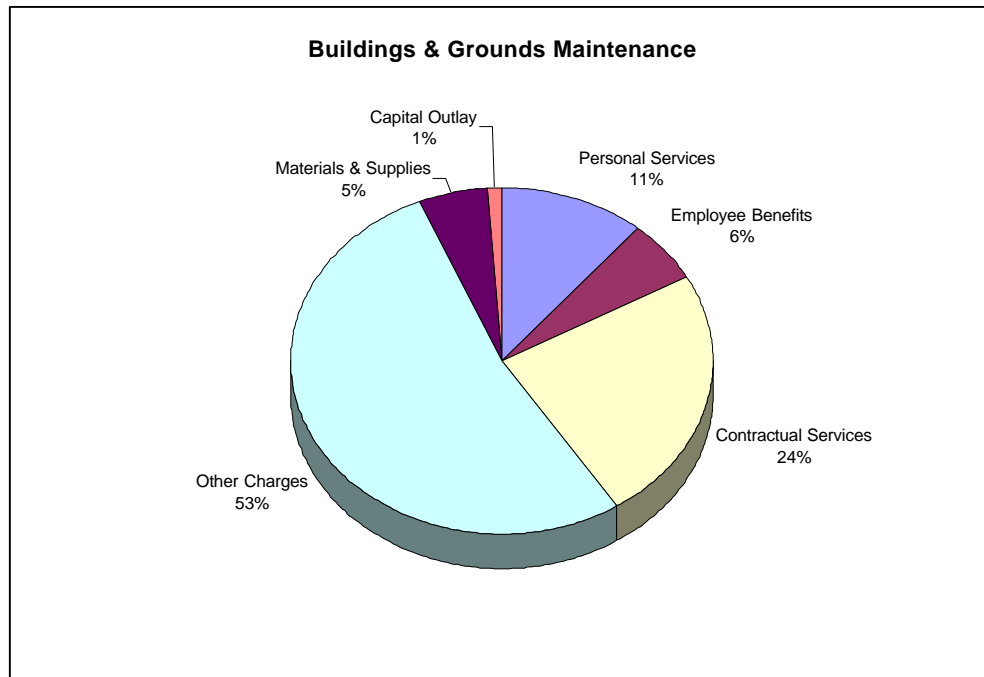
Maintenance is performed by the building maintenance mechanic. Care of open spaces is performed by Public Works crews and seasonal personnel.

Manager's Message

The "Maintenance" budget provides funding for operation of all Town-owned buildings, structures and properties, their maintenance and repair, and is \$19,530 less than FY2001 budget due to final payments being made on property in the Depot area and an anticipated end to the Police Department's lease in March 2002, due to completion of the new building. To this end, the custodial budget has been increased to prepare for estimated costs of maintenance for a larger building and the budget also includes items for electric, heating, insurance and repairs for all Town buildings taking into consideration a move to the new police facility.

Two maintenance projects are proposed in the "contractual repair" and "Modification to Public Works building" line items. These increases both relate to painting of portions of the buildings. At the Public Works facility, the main hallway, which receives high volumes of traffic daily, has not been painted since the facility was dedicated in 1991. At the same time the main floor of Town Hall has also not been painted since 1991 and the Council Chambers and entranceway, in particular, are not maintaining an image of a professional government. Consequently, both buildings are due for some work in this area and \$2,950 is dedicated for Public Works and \$6,000 is dedicated for Town Hall use. The remainder of the budget is maintained at a maintenance level.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$20,800	\$20,854	\$16,608	\$22,093	\$1,239
Employee Benefits	8,745	10,350	8,692	11,660	1,310
Contractual Services	34,754	33,682	37,319	48,110	14,428
Other Charges	120,971	133,874	103,002	105,683	(28,191)
Materials & Supplies	8,485	10,597	6,899	10,604	7
Capital Outlay	7,375	10,323	5,716	2,000	(8,323)
Total	\$201,130	\$219,680	\$178,236	\$200,150	(\$19,530)

Personnel Summary

Full Time	1.0	1.0	1.0	1.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.0	1.0	1.0	1.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Building Maintenance Mechanic	1.0
Total Authorized Positions	1.0

FY 2001 Significant Accomplishments

- Continued to provide a high level of maintenance to Town Hall providing the best working environment possible considering the age of the building and the difficulty in maintaining the facility.
- No personal injury accidents were experienced in any Town owned facility due to poor facility conditions.
- Staff designed and constructed two (2) municipal parking lots which added 123 parking spaces to the Old Town area.
- Lighting in the Town Hall Council Chambers was improved with the total replacement of the overhead lights – the first major maintenance or lighting in the facility in ten (10) years.
- Analysis and preliminary engineering was provided to Council to assist in their decision making process for the purchase of property for a new Police Department facility.

FY 2002 Departmental Goals

- To maintain and repair facilities to a level in which there are zero accidents to personnel or the public which place the town in a situation of adverse liability.
- Receive a rating of good/excellent from ninety percent (90%) of citizens responding to a town wide survey for the appearance and condition of Town owned buildings, parking lots and gateway entrances to town.
- Maintain a safe working environment.

Performance Measurement Plan***Statement of Purpose***

To determine the needs of the citizenry and the best way to respond to them and to establish ordinances, policies and budgets that ensure these needs are met.

Program Inputs

FY 2002 Budget	\$200,150
FTE's	1.0

Program Effectiveness Measures

Performance Target: Maintain and repair facilities at a level in which there are zero accidents to personnel or the public that would place the Town in a liability situation.

Monitor: VML Insurance monthly report of claims made.

FY 2000 Results: No claims reported.

FY 2001 Results: No claims reported.

Performance Target: Receive a rating of good/excellent from 70% of citizens responding to a town-wide survey for the appearance and condition of Town-owned buildings, parking lots and gateway entrances to Town.

Monitor: Citizen survey results.

FY 2000 Results: 98% of respondents rated Town properties, parking lots and gateway entrances as "good to excellent".

FY 2001 Results: FY 2001 survey to be distributed by the end of May 2001.

Performance Target: Promote safe work practices and a safe working environment with no lost time accidents/injuries

Monitor: VMLGSIA Workers' Comp monthly report of claims made.

FY 2000 Results: No claims reported.

FY 2001 Results: No claims reported.

Function:	Public Works
Fund:	General
Department:	Parks Maintenance

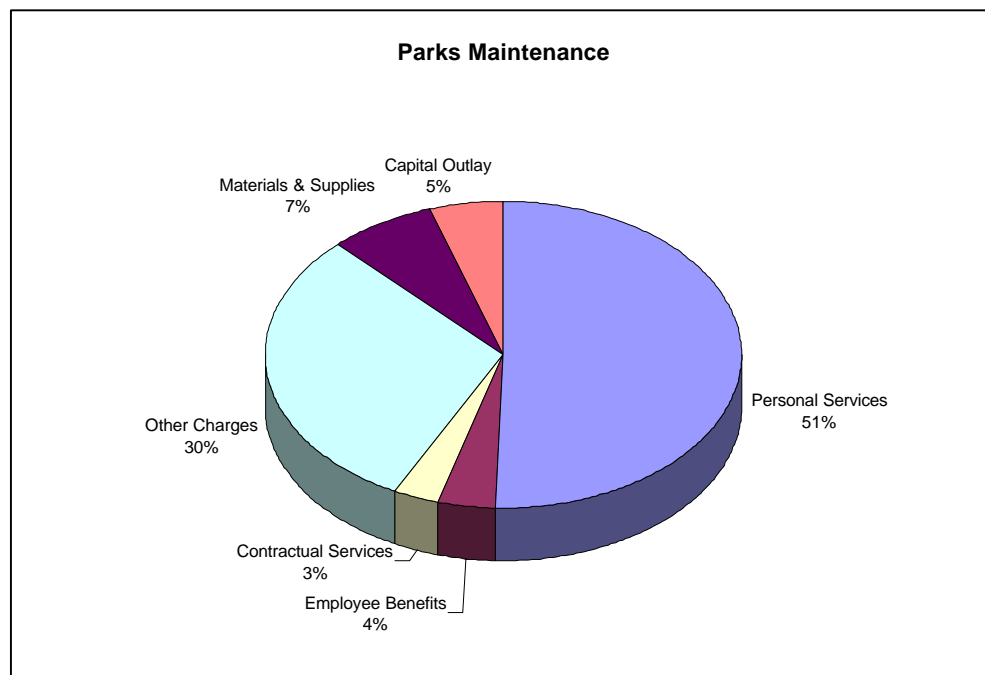
Program Description

This activity includes all Town direct expenditures for the upgrade and maintenance of the Town's four parks consisting of 23.69 acres.

Manager's Message

The Park Maintenance Budget shows a \$5,100 decrease over the current fiscal year primarily due to completion of concrete stairs from Franklin/Green Street to better access the Greenway. Other expenses in this budget include costs for maintenance and repairs to equipment in Eva Walker Park as well as those items not covered in the Town/County Parks Agreement.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$3,066	\$5,000	\$3,035	\$5,000	\$0
Employee Benefits	232	383	278	383	0
Contractual Services	0	300	0	300	0
Other Charges	2,598	3,020	2,277	3,020	0
Materials & Supplies	1,116	700	978	700	0
Capital Outlay	2,325	5,600	2,108	500	(5,100)
Total	\$9,337	\$15,003	\$8,676	\$9,903	(\$5,100)

Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

This activity has no dedicated staff. Maintenance is performed by Public Works crews and seasonal labor with some supported activities contracted and charged to the department accordingly.

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized Positions	0.0

FY 2001 Significant Accomplishments

- Completed the construction of a controlled pedestrian access between the Greenway and Taylor Middle School. Installed a traffic/pedestrian signal and connecting trail approximately \$33,000 below budget estimate.
- Staff designed and constructed a new parking lot of thirty-six (36) spaces at the Academy Hill Park. This new lot allows for better organization and use of a major portion of the park which was of limited use due to unorganized and undefined parking.
- Staff continued to evaluate properties for potential expansion of Town park/recreational facilities.
- Construction of Pedestrian Steps is on schedule with the town's concrete contractor to provide access to the Warrenton Branch from Franklin Street.
- Staff evaluated four (4) properties for potential expansion of town park/recreational facilities. Conceptual layouts of athletic fields and an indoor center with pool were included in conceptual

development plans for each site.

- Appearance and conditions of Town-owned properties were rated “good to excellent” by ninety-eight (98)% of residents on the May 2000 Town-wide survey.

FY 2002 Departmental Goals

- Continue to maintain facilities at a standard in which the town is not liable due any injury or property loss due to sub-standard conditions at any park.
- Provide the citizens of the Town with park facilities that are attractive, clean, functional, safe and generally pleasant to visit.

Performance Measurement Plan

Statement of Purpose

The maintenance and upgrade of all Town owned public parks in cooperation with the Fauquier County Department of Parks & Recreation.

Program Inputs

FY 2002Budget	\$9,903
FTE's	0.0

Program Effectiveness Measures

Performance Target: Maintain park facilities to a standard in which the Town is not held liable for any injury or property loss due to sub-standard conditions.

Monitor: VML Insurance monthly report of claims made.

FY 2000 Results: No claims reported.

FY 2001 Results: No claims reported to date.

Performance Target: Appearance, condition of facilities and playground equipment rated as “good to excellent” by 70% of respondents to an annual citizens survey.

Monitor: Citizen survey results.

FY 2000 Results: 98% of respondents rated Town properties, parking lots and gateway entrances as “good to excellent”.

FY 2001 Results: FY2001 survey to be distributed by the end of May 2001.

Performance Target: Maintain safe work practices and environment with no lost time accidents/injuries.

Monitor: VMLGSIA Workers' Compensation Insurance monthly report of claims made.

FY 2000 Results: No accidents/injuries.

FY 2001 Results: No claims reported to date.

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Function:	Contributions
Fund:	General
Department:	

Program Description:

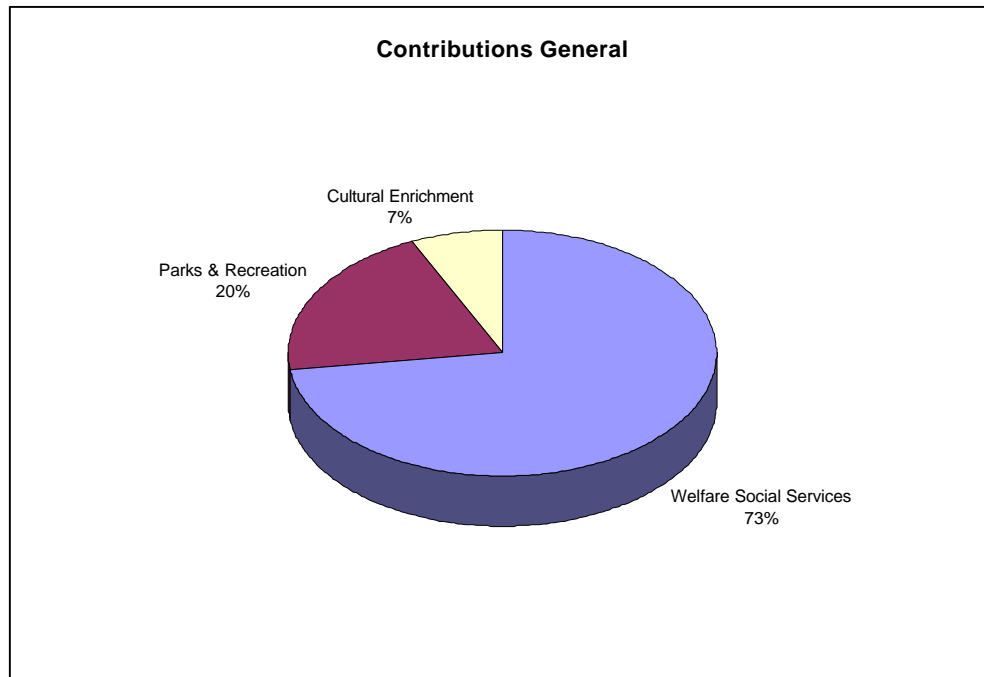
This function summarizes all contributions made by the Town to outside agencies who provide programs via statutory or contractual requirements.

Manager's Message

There are numerous agency requests and budgets which the Town provides funding assistance to which are not grouped together under any particular functional category of the Town's budget all of which are discussed separately in the budget narrative. Request for donations to civic organizations (Welfare and Social Services, Cultural Enrichment) have not increased significantly this year. The Town over the recent past has seen significant growth, as Council knows, in requests for assistance relating to welfare and social services and cultural enrichment programs, all of which provide a wide range of services to an even wider range of citizens; many of whom are in need of the service provided by the nonprofit. Many of these requests have been funded by Council in the past, recognizing that the agencies directly serve many Warrenton citizens and provide services that provide improvements to the quality of life of many individuals who are least able to help themselves. As such, the agencies are viewed as partners with the Town government in providing services the Town could not provide as efficiently.

During the past several months, staff has been reviewing, at the request of the Town's Finance Committee, what a more equitable funding formula may be. As such, a matrix was included for your review that indicate the agency budget, County contributions, other funds raised, population served by Town and by County and establishes ratios for Town/County funding and participation. It did set out a strict funding formula. Funding recommendations have been made in accordance with comparison of funding ratios versus use ratios and decreased where there appears not to be a direct correlation.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Welfare Social Services	\$181,909	\$77,100	\$94,885	\$127,200	\$50,100
Parks & Recreation	34,750	35,250	26,000	35,750	500
Cultural Enrichment	12,000	12,000	15,892	12,000	0
Total	\$228,659	\$124,350	\$136,777	\$174,950	\$50,600

Function:	Contributions
Fund:	General
Department:	Welfare Social Services

Program Description

Contributions in this category include human service related contributions to a number of agencies, including:

- Fauquier Housing Corporation (FHC)
- Fauquier Community Action
- Fauquier Family Shelter Services
- Fauquier Free Clinic
- Fauquier Community Child Care
- Piedmont Dispute Resolution Center
- Fauquier Habitat for Humanity

Manager's Message

Fauquier Housing Corporation (FHC). Fauquier Housing Corporation has served as a valuable partner with the Town in the past as the staff continues to work toward the Town Council's goal of maintaining a diversified housing stock in the community. Town and County funds are typically used in this budget to support the staff that oversees the housing rehabilitation or construction programs for low and moderate income citizens. In the current year, the FHC staff has attempted to implement a low and moderate housing rehabilitation program in the Town using Town seed funds because, with the previous work the Town has done in Oliver City where \$40,000 of staff assistance was provided and in the Haiti Street neighborhood, the potentials for the Town receiving a state-approved block grant are unlikely due to the lack of a concentrated area of blight in the Town; a key requirement of the State's Block Grant Program.

In response to a FHC survey conducted prior to the current fiscal year, the agency did find that several individual, yet scattered, homes were potential candidates for rehabilitation and, consequently, proposed an agency administered housing rehabilitation program. The program works very much like that of the State-administered block grant program but on a more limited basis and establishes a "revolving loan" fund on the Town's behalf. Under statute the Town could not operate such a program using Town funds without establishment of a housing authority, which requires approval via a referendum of the Town's citizens. Consequently, given the low likelihood of obtaining a block grant due to the scattered nature of the Town's housing and need for such assistance and the nature of the community which does not require creation of an authority, funding this program on a trial basis is the best way to meet the Council's goal to deter additional blight and to rehabilitate low and moderate income homes in Town at this time. Unfortunately, and beyond that, it appears that FHC will be providing only minimal assistance to the Town as they work to expand low and moderate income housing opportunities in the community.

Projects to be undertaken in the next fiscal year by FHC which will expand or preserve the Town's low and moderate housing stock involve expansion of the Oaks Elderly Project by building twelve new two bedroom apartments with the use of Federal Home Loan Board funds to assist in the FHC administered rehabilitation program, along with counseling a family on Curtis Street. Because of minimal activity, funding for this agency is included for \$10,000, (\$5,000 operational; \$5,000 for loans to in-Town citizens) a decrease of \$15,000 over the current year. It is hoped that the housing rehabilitation program, which is still trying to get off the ground will become more active even with reduced funds and that these funds can be restored in the future when in-Town activity levels dictate.

Fauquier Community Action. Fauquier Community Action (FCA) is to receive continued funding of \$7,500 for FY 2002 that is used to leverage other federal and state grants. The Community Action Agency continues to operate numerous programs that benefit Warrenton residents, such as Bright Stars, Head Start, nutritional services, etc. Some of the impacts of the agency on Warrenton residents can be seen in the following table:

Program Activity Summary FY 2000		
Major Program Area	Total FY 2000	Town of Warrenton Participants
Preschool Services	119 Student Capacity 131 Children Enrolled 122 Families/Households 71 Children to enter FCPS	20 Children Enrolled
Elderly Services	191 Elderly Clients 271 Service Units 40 Families/Households	20 Elderly Clients 159 Service Units 16 Households
Emergency Services	664 Services 314 Families/Households 917 Persons	54 Services 27 Households 130 Persons
Energy Services	120 Services 118 Households 497 Persons	70 Services 35 Households 123 Persons
Rental Assistance Services	103 Certificates 103 Households 1,013 Monthly Rents 332 Persons	36 Certificates 36 Households 366 Monthly Rents 84 Persons
Nutritional Services	1,082 Service Units 579 Households 1,079 Persons	395 Service Units 86 Households 199 Persons

As can be seen, the agency continues to deal aggressively with issues of poverty in Warrenton which has diminished somewhat due to a surging economy and some decreases in families and individuals served over prior fiscal years. Based upon services provided, the Town's contribution to the agency makes up almost 14.6% of the local governmental funds collected and these figures are not expected to change. While Warrenton residents represent sixteen percent of the unduplicated clients and about twenty-one percent of the services rendered, the Town's contribution would continue to assist the Agency in being able to match federal and state funding programs and, I believe, due to the programs' impact on Warrenton residents, should be funded as requested.

Fauquier Family Shelter Services. Fauquier Family Shelter Services has requested continued funding of \$6,700 from the Town. Thirty-three percent of the 403 requests for assistance to the Shelter were from Town residents in FY 2000, a percentage that has remained constant over the previous fiscal year. Besides providing shelter for those temporarily without housing, the shelter staff and volunteers also provide free housing counseling and referral services and a Homeless Intervention Program to assist in preventing people from losing their homes. Transitional housing is also now available to Warrenton residents as part of the program and the new shelter, which opened in late 1999, has expanded opportunities for all individuals needing this type of service. The transitional housing component of the program takes individuals who were formerly homeless through the process of becoming responsible renters and owners and a funding level of \$6,700 is recommended. County funding for the program includes \$22,300 of cash contribution and \$61,510 of in-kind contributions for staff salaries and benefits.

Fauquier Free Clinic. The Fauquier Free Clinic's funding for FY 2002 remains at \$10,000. This amount makes up less than 7% of the clinic's annual operating budget and helps leverage over \$500,000 of in-kind and donated services from area doctors, nurses, dentists, pharmacists and public and private agencies as they provide medical and dental assistance for those not able to afford health care and/or insurance. As noted in the request for funding, approximately 41% of the clinic's over 635 Town/County patients were from the Town and qualifying citizens and patient visits have grown from 920 in 1994, the first year the clinic operated, to over 1,696 in 2000. The funds proposed will be used for purchase of prescription drugs for Warrenton residents due to the lack of continued contributions from pharmaceutical companies. In addition, the following statistics illustrate how the clinic serves Warrenton residents:

**Statistics Regarding Patients Living in the Town of Warrenton
Fauquier Free Clinic
2000**

- There were 260 patients seen by the clinic in 2000 that live in the Town of Warrenton. This number represents 41% of the Town/County Clinic's total patient base (635 total patients).
- 260 patients that live in the Town came to the clinic for a total of 612 visits (a visit typically includes financial screening, triage by a nurse, doctor's visit and medication(s)).
- A total of 685 patients were seen (living in the Town of Warrenton, Fauquier or Rappahannock County) for a total of 1,696 patient visits.

There has been, again, a slight drop in the growth of the number of patient visits because of continuing changes in the medication distribution system. More patients on maintenance medications now return to the clinic once every three months instead of once a month.

Given that the clinic serves, in most cases, as the only source of medical care for many of our lower income residents who have no health insurance, and their general health is important to the community as a whole, and due to the tremendous effort of the medical community who volunteers their services on this program, I would recommend funding in the amount requested.

Fauquier Community Child Care. Fauquier Community Child Care (FCCC) is to receive funding in the amount of \$5,400 for FY 2002. The FCCC program, which provides affordable childcare in concert with the Fauquier County Schools, provides an important child care service to Warrenton

residents at Brumfield, Bradley and P.B. Smith Elementary Schools. In FCCC's ten years of service to the community, they have increased their childcare population from 50 to 794 children and currently serve 92 Town of Warrenton children. At the three schools noted above, 57 or 65% of the children at Brumfield, 27 or 36% of the children enrolled at Bradley and 8 or 12% of the children enrolled at P.B. Smith are residents of the Town of Warrenton, a slight decrease over the current year of two students. FCCC employees reside within the Town of Warrenton.

Council knows from past experience with zoning applications, adequate child care in Fauquier County and the Town of Warrenton continues to be difficult to obtain. Consequently, since the service level to Town citizens remains high, I am recommending continued funding at the level currently approved, \$4,500. The funds will be split among the three Town-impacted sites and used to assist those Town of Warrenton families, particularly those families who are no longer eligible for social service assistance due to obtaining employment, in defraying the cost of child care for their children throughout the year.

Piedmont Dispute Resolution Center. The Piedmont Dispute Resolution Center will receive funding in the amount of \$1,000. The part-time staff at the Center works with the court system and staff is assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems, many of which our Police Department may have to deal with at local restaurants and public places after school if not resolved through the process. During the past year, the Police Department has used the agency's services to mediate a neighborhood dispute as well as to resolve several issues with and between juveniles who live in the Town.

Of the 2,850 persons served in Fauquier County in 2000, 720 or 25% have been identified as Town residents.

Funds approved by the Town are used to offset administrative overhead of the agency. Data provided by the Center indicates recidivism rates have been reduced from 80% among youth offenders not involved in the program to 5% among those that have been conferenced. The Town's Police Department works closely with this program and strongly endorses it as a tool to reduce escalating problems, as noted in their budget request. Funding is recommended to continue at the requested level.

Function:	Contributions
Fund:	General
Department:	Parks & Recreation

Program Description

The Parks and Recreation category includes continued expenditures for a variety of programs which primarily allow the community's youth to better enjoy their leisure time and past contributions in this area have primarily been geared to support of youth-oriented activities in an attempt to provide more alternatives for teenagers in their spare time. The programs were developed in the early 1990's, due to an increase in juvenile problems within the Town, and remain popular today. The Town of Warrenton continues to rely upon the County's Parks and Recreation to deliver the services through contracts and should continue to do so until the Town grows enough to support its own recreational program or the Council chooses to adequately fund such a program.

Organizations receiving contributions from the Town in FY 2002 are:

- Fauquier Boys and Girls Club
- Fauquier County Parks & Recreation
- First Night
- Bluemont Concert Series

Manager's Message

Fauquier County Parks and Recreation. As noted in the introduction to this section, the County's Parks and Recreation Department is charged with providing recreational opportunities for Town youth and County residents who pay a higher fee if they choose to participate in a Town sponsored program. Over the years, programs have evolved which are targeted to Town residents and which have been developed to provide opportunities to reduce potential problems with youth. The Town has enjoyed success with the two programs which have been developed and the programs have proven effective in providing alternatives to youth who, without the opportunities in the past, had a habit of finding trouble and becoming problems for our Police Department.

Warrenton Summer Fun Program. This program, which was set up eight years ago as the Sun 'n' Fun program, provides activities for youth during the summer and has continued to be successful and participation continues to remain steady serving over twelve hundred children during Fiscal year 2001.

The Fiscal year 2002 Warrenton Summer Fun Program will operate from late June through August 20, 2001 from 10 a.m. to 3 p.m., Monday through Friday at Rady Park and Eva Walker Park, simultaneously. The program will be staffed by two recreation department members at each location. The program is structured as a way to provide for a larger user group without an increase in the budget in a primarily unstructured format, as opposed to a minute-by-minute plan used in day camps,

to offer community youth a variety of recreational options in a supervised setting. This flexibility is in keeping with the summer break from the regimentation of school and is important to meet individual needs through choice. Various activities are planned during the day, as well as special events such as swimming, etc., but each is offered as a choice for participants. This format encourages youth to experiment with different recreational activities with supervisors available for guidance and for instruction as needed. The format is most likened to real life in that individuals must decide for themselves what type of leisure pursuit best meets their particular needs at any given moment.

The program is geared toward the preparation of youth for real life by the Recreation Department, as youth and adults, by exposing them to a variety of recreational options and experiences as well as encouraging their own creativity. In summary, the purpose is to teach them to be responsible for themselves rather than becoming dependent upon TV, other people, or any other easy “out” for enjoying life.

Attendance levels for the program include:

	Total Registered	Average Attendance	Total Attendance
FY 2002 (est.)	-	40	1,500
FY 2001	-	37	1,287
FY 2000	-	43	1,438
FY 1999	65	14	534
FY 1998	109	25	894
FY 1997	75	20	535

County participants are charged a fee since this is a Town-sponsored program, but the program is expected to continue at a steady pace in FY 2002. The neighborhood fixed site basis for this program also helps build community, fosters pride in neighborhood facilities, and will make the program more convenient to participants who may have trouble accessing other programs.

Funding for the program continues at a level of \$6,500 in FY 2002.

Open Gym. This program, developed approximately seven years ago, provides youth an alternative for Friday and Saturday night activities during the Fall and Winter months of the year in a supervised setting.

The program, which primarily has involved open basketball for youth from 6th to 12th grade, utilizes Warrenton Middle School on Friday nights and Taylor Middle School on Saturday nights from 7-10 p.m. Two supervisors oversee the program each night.

Due to the Town’s subsidy of this program, admission is only \$1 per night for Town residents and \$3 per night for County residents to cover the cost of janitorial services. The availability of the gymnasium and the free flow of activity have worked well as youth, particularly at the middle school level, have participated on a weekly basis.

Attendance Figures		
Attendance Projection	FY 2002	700 (est.)
	FY 2001	600
	FY 2000	700
	FY 1999	693
	FY 1998	905
Attendance History	FY 1998	905
	FY 1997	468
Average Attendance	FY 2000	10 per night

Because of the large number of youth participating and the lack of available alternatives in the area, the Town will fund this program at a continued level of \$2,750.

Programs on the Greenway. The Parks and Recreation Department has also requested funding of \$1,500 for initiation of at least three special events to encourage Town residents to utilize and learn more about the Warrenton Branch Greenway. Special events being considered include events such as summer concerts, Railroad History walks, nature walks, early bird walks and seasonal events such as an Easter Egg Roll on the trail. Some of these events could be offered at a very low cost that would allow more than the three events proposed. The program was initiated this year and when the weather cooperated, was well attended.

The Parks and Recreation Department has also asked for \$5,000 for funding assistance to help staff the new Warrenton Community Center that will be operated at the old Central Elementary Building. At the present time, the schedule for the center and activities proposed are somewhat vague. Consequently, and because operation of basic recreation programs has been a County responsibility via the Town-County Parks and Recreation agreement, no Town funds are included to support this activity.

Fauquier Boys and Girls Club. As Council knows, the Boys and Girls Club opened in November 1997 and remains housed at Taylor Middle School. While there is a strong desire for a “standalone” facility, there are no plans in the immediate future to build one due to funding constraints. At the present time, the Club has 525 paid members (a \$10 fee is required which can be waived based upon economic circumstances). Of the total membership, over one half (275) are Warrenton residents, and the youth served come from a wide variety of schools throughout the County and some are brought to the Taylor site by County school buses, something which continues to be unprecedented in County history. Even though additional funding has been provided by Boys and Girls Clubs at the national level allowing a satellite site to open at Cedar Lee, the Warrenton membership has not declined.

Through paid and volunteer staff, a wide range of programs are offered to Club members, including after school tutoring, active individual and team sports and passive activities for elementary, middle and high school students. FY 2002 funding for Fauquier Boys and Girls club remains at \$12,000, well below the level requested (\$20,000). Funds contributed by the Town have been guaranteed by the Director to remain in Warrenton.

Bluemont Concert Series. Bluemont Concert Series funding support from the Town is \$10,000 (\$5,000 state grant; \$5,000 local funds) in Fiscal Year 2002 to offset cost increases that have occurred in artist fees for the summer concert series, Artist in Education Program for the schools, Healthcare Outreach program to senior centers and their housing projects.

While the Bluemont Concert Series provides a valuable cultural service to the Town in that approximately 4,995 participants (the Bluemont staff estimates that about half of the attendees are Town residents) enjoyed ten summer concert series this past summer, the agency's contributions have not increased significantly, even with increased efforts to advertise the events and efforts to improve management of the organization. While Bluemont is a valuable cultural and entertainment resource to the Warrenton community, I cannot recommend additional funding for the program this year based upon the limited amount of funds available and the demand for those funds. In addition, since the grant program from the state is targeted to the Town and is matched on a dollar for dollar basis, I cannot recommend a decrease of funding for the agency at this time.

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**Town of Warrenton
FY 2002 Budget**

Function:	Contributions
Fund:	General
Department:	Cultural Enrichment

Program Description

Contributions in this category include contributions to cultural enrichment related programs that include:

- Fauquier Historical Society
- Veterans Memorial
- First Night Warrenton

Manager's Message

Fauquier Historical Society. The Fauquier Historical Society has again submitted a funding request for \$10,000 in FY 2002. As Council will recall, the Historical Society was first funded in Fiscal Year 1996 with a contribution of \$10,000. The museum is open six days a week on a year round basis and Town and County contributions have been the impetus which has allowed this to occur. The museum had 7,896 persons from various states and foreign countries in the year 2000. In addition, the museum remains as a Warrenton stop for the "Civil War Trails Project," which will be marketed internationally by the Virginia Tourism Corporation. The museum and historical society members in the past have completed the Warrenton Walking Tour and have placed plaques on a number of significant buildings in the historic district and successfully completed the Lafayette celebration. I would recommend that funding be continued at the requested level of \$10,000. Funds donated by the Town and County supplement the organizations budget and allow for part-time "docents" to be hired to help keep the museum open. The County, which owns and maintains the building, also contributes an unspecified amount of in-kind maintenance services.

Fauquier Veterans Memorial. As many Council members know, the Fauquier Veterans Memorial requests funding from the Town and the County for repairs, maintenance and replacement of flags at the memorial on Hospital Hill. It is my understanding that Town funds are used to help maintain the facility, but are also being used to help build a reserve for major improvements that may need to be carried out in the future. Funding has been provided by the Town in the past for this purpose and I would suggest funding be granted in the FY 2002 budget for the maintenance purposes noted, however, only at a level comparable to the County since donations should begin to pick up more of the costs for the memorial.

First Night Warrenton. As Council knows, First Night Warrenton became a totally local-based, volunteer program in FY 2000 and with the exception of \$2,000 provided by the Town and \$2,000 provided by Fauquier County, some staff assistance and limited setup help from the Public Works Department, operates on their own. As Council knows, the program continues to improve over previous years with an estimated 3,000 attendees, 2,200 of whom were from the immediate

Warrenton area. While the program finished “in the black” in the current year, the margin for error remains extremely thin. Consequently, the organizers have asked for an increase of the Town’s contribution from \$3,000 to \$4,000. Due to budget restraints, however, I can only recommend the same amount as previous years. It is believed that Warrenton remains the smallest First Night program nationally and continues to have a strong base of supporters.

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Capital Projects Fund
Revenue

Total Capital Projects Fund revenue for FY 2002 total \$484,803.

Revenue Description:	Proffers
FY 2002 Estimate:	\$15,000

Revenue Description:	Transfers from General
Fund	
FY 2002 Estimate:	\$424,628

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY 2002.

Revenue Description:	Transfers from Reserves
FY 2002 Estimate:	\$114,175

The source of funds represents prior fiscal year appropriations carried over to FY 2002 and will be used to fund projects in the Capital Projects Fund.

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Capital Projects Fund

Capital Projects

Program Description

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars.

Town Manager's Message

Many of the FY 2002 projects included in the budget have been drawn from previous engineering studies, planning documents and/or staff reports and many have worked themselves through an arduous review process over the years. The projects all meet a need of the Town and help fulfill a goal or goals of the Council or Comprehensive Plan. The five-year Capital Improvements Plan (CIP) is included in the last tab of this document and includes a variety of projects proposed for construction utilizing Town funds.

Each project submitted, as noted, is one that is necessary to meet the Council's established goals and all are fully funded in FY 2002 after careful review by the Planning Commission. Two projects were added (Academy Hill Park improvements and Gay Road park design) after discussions with the County's Parks and Recreation Department and after receipt of land and funds from the developer for the Gay Road Park.

FY 2002 Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Road Construction Projects	\$39,299	\$306,085	\$1,305	\$221,243	(\$84,842)
Building Construction Projects	922,000	650,000	23,825	0	(650,000)
Recreational Related Projects	18,715	25,660	18,291	40,000	14,340
Stormwater Management Projects	160,550	275,230	101,379	223,560	(51,670)
Street Light Projects	7,328	0	3,480	0	0
Landscaping Projects	41,027	26,400	0	0	(26,400)
Sidewalk, Curb & Gutter Projects	116,244	0	0	0	0
Traffic Signalization Projects	1,881	0	3,787	0	0
Parking Projects	35,682	0	33,757	0	0
Lineweaver Technology Center	47,756	0	2,505	0	0
Total	\$1,390,482	\$1,283,375	\$188,329	\$484,803	(\$798,572)

The proposed Capital Improvements Program projects financed by General Funds include numerous public works, public safety and recreation-related projects that have previously been identified as needed in the community. The General Fund CIP budget for Fiscal Year 2002 is \$484,803, a decrease over the current fiscal year due to work being initiated on the new police facility in the current fiscal year.

Projects included in the FY 2002 program are:

Shirley Avenue – Garrett Street Drainage FY 2002 Appropriation: \$18,975

The proposed project involves replacing the existing 42” reinforced concrete pipe that drains into a depression west of Garrett Street. The current pipe has an adverse slope and is undersized which leads to standing water in the area much of the year.

The project will help resolve a potential safety hazard due to the standing water in the ditch depression, which is filled periodically but continues to wash out. A seam of rock that has prevented interim grading from correcting the problem must be removed to extend the pipe. This project was identified as priority #15 in the Drainage Study performed by Anderson and Associates. Funding for the project will be drawn from reserves that were underexpended for the Shirley Avenue Improvement Project, recently completed in partnership with VDOT.

Academy Hill Park Improvements – Playground Development FY 2002 Appropriation: \$25,000

Over the past several years, the Town has made a concerted effort to improve its parks. At Academy Hill, new parking has been provided along with major improvements to the fields located at the

facility, making them more playable and, consequently, used more, particularly by families with younger children.

As this use continues, a plan for the park has been developed which includes installation of playground equipment to compliment the picnic tables and to provide an opportunity for smaller children, who often accompany siblings to practice or games, an alternative form of recreation. The proposed funds will be used for initial installation of playground equipment and surface preparation similar to Eva Walker and Rady Parks with expansion opportunities for the apparatus in the future.

Blackwell Road Sidewalk Extension
FY 2002 Appropriation: \$72,600

The proposed project provides for construction of a new sidewalk and curbing from Old Alexandria Pike to the existing sidewalk at Highland Commons and involves building 1,100 feet of concrete sidewalk, two handicapped ramps and curbing on the east side of the street. It also involves installation of drainage along a portion of the curbing to collect and remove storm water that collects along the roadway. This is the second and final phase of the project, with the first phase being constructed in the current year, which includes installation of sidewalk, curb, gutter and drainage from North Street to America House.

The project will complete the Town's efforts to develop pedestrian corridors linking the bypass shopping centers with the "Old Town" business area and helps fulfill a goal of the Comprehensive Plan. This project has also been requested by citizens of the area over the past several years and most recently, during the May 2000 Citizen Survey. Evaluation of a project to widen Blackwell Road to four lanes to King Street has been deemed to be impractical by the staff and Planning Commission, which has shifted the emphasis to pedestrian traffic. \$26,200 of the funding will be drawn from storm water management reserves currently held in the General Fund.

Blackwell Road/Lee Highway Intersection Improvements - Phase II
FY 2002 Appropriation: \$202,268

During discussion of the proposed rezoning for the Crossroads commercial/office complex which was proposed along Lee Highway, several traffic studies were conducted by the Town, the prospective developer and opponents of the development, all of which showed a growing level of congestion at the intersection noted and "F" level service in the near future if improvements were not made. Since that time, commercial and residential activity in the area continues to grow and traffic backups are becoming more extended. Since the studies have been conducted, citizens have expressed concerns about the intersection's deteriorating level of service at the public hearings and since the area continues to grow, staff initiated a project that reacts to that public concern. The referenced studies, which indicate that over 30,000 vehicles per day pass through the intersection, outlined several proposals for improving the intersection. The first phase of the effort is being carried out in the current fiscal year with engineering and design improvements for the intersection currently under development. The Capital Improvements proposal for FY 2002 seeks funds for construction of the recommended improvements as an outcome of work in the current fiscal year. These improvements include:

- Adding a lane in the north and southbound directions on Blackwell Road for separate through and left turn lanes at the intersection with Lee Highway.
- Lengthening north and southbound left turn lanes on Blackwell Road to provide more storage for vehicles turning onto Lee Highway.
- Installing new signals at the Blackwell Road/Lee Highway intersection and modifying the phasing of the signals to match the new lanes.

It should be noted that since the Crossroads property apparently will develop as a by-right use in the future, Town funds or limited funds from developers (such as those received from the recent Giant proffers) will be the primary source of revenues for the proposed improvements.

Falmouth Street Drainage Improvements – Mid County Feed Store Area
FY 2002 Appropriation: \$43,930

The proposed project will upgrade and repair drainage structures in the vicinity of the Warrenton Greenway along Falmouth Street near the Mid County Feed Store. The project will include installation of two inlets and a new twenty-four (24) inch drainage pipe in front of the feed store, and will replace the existing culvert under the feed store entrance.

The proposed project will help relieve minor flooding along Falmouth Street at the feed store property, which is caused by the current culverts not being able to carry the storm water and will finalize the identified drainage work in this area of Town. While new sidewalk construction and the Warrenton Greenway projects have provided some relief to the problem, water continues to stand along the roadway in front of Mid County for several days after a rainstorm and will eventually undermine the pavement requiring more extensive repairs. This area was identified in the Anderson and Associates Drainage Study as Problem Area # 2. The more critical problems in this area have been corrected during the VDOT Resident Office and Wal-Mart construction. Citizens and the businesses in the area have continually requested that the work be completed over the last year.

Madison Street Drainage Improvements and Sidewalk Construction
FY 2002 Appropriation: \$107,030

The proposed project will provide for installation of new curb and gutter along both sides of Madison Street from Falmouth Street to the Warrenton Greenway intersection and provide for installation of a new concrete sidewalk along the south side of Madison Street from Falmouth Street to the Warrenton Greenway. The storm drains and pipe will collect the rainwater that currently runs off Madison Street and through the yards of residents along Madison Street before being collected on Sharp and Douglas Streets. New drainage structures and pipe will collect storm water along Madison Street and channel it into the existing stormwater system at Curtis Street that is adequately sized to handle the increased storm water.

A citizen requested project, the new sidewalk will connect a major entrance to the Warrenton Greenway to Falmouth Street. It will also provide a safer route for pedestrian traffic along Madison Street where currently no sidewalk exists and pedestrian traffic has increased. This project continues the Town's efforts to provide safer pedestrian facilities linking the Town's residential, business and recreational areas for access and use by Town residents.

Gay Road Park Design
FY 2002 Appropriation: \$15,000

With the transfer of 5.25 acres of land as part of the Olde Gold Cup project to the Town along with \$50,000 in cash proffers, planning and design funds are proposed to design the Gay Road park. In discussions with the County's Parks and Recreation Department, which collaborates with the Town on design of recreational facilities and eventually manages them for the Town, it is estimated that \$15,000 will need to be utilized to complete the facility's design. The process utilized will be similar to that used in the development of Rady Park and will involve the surrounding neighborhood to determine potential uses, landscaping, etc.

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Water & Sewer Fund Sources of Revenue
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Water & Sewer Fund revenues for FY 2002 total \$3,918,034

Revenues for the system are not projected to change dramatically. Of interest may be adjustments in the “sale of water” and “sewer service” categories. As Council will recall, the rate system for the two line items was changed to reflect a higher charge for sewage than water because sewage was more expensive to treat. At the time this was done, new minimum payments were set and the cumulative effect of the changes was a decrease in operating revenues for the system which staff has been analyzing for the last two years. Based upon the historical analysis of income since the new rate schedule adoption, the projected revenue figures are realistic and reflect what may be anticipated via current rates and increased users.

Revenue Description:	Transfer Fees
FY 2002 Estimate:	\$7,700

The Town charges a non-refundable processing fee for establishing new utility accounts. The FY 2002 estimate is determined using historical data. Projected revenue is based on anticipated growth in population and business expansions.

Revenue Description:	Revenue from Use of Money
FY 2002 Estimate:	\$90,000

Interest and investment revenue fluctuates with the general economic conditions and the level of Town’s cash balances. The moderate increase in this line item reflects a conservative history of estimating, a growing cash reserve balance and the projected stability or slight increase in interest and investment yields.

Revenue Description:	Revenue from Use of Property
FY 2002 Estimate:	\$114,052

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The \$24,000 increase in rental revenue for FY 2002 is generated from leasing space on the Town’s water tower to telecommunications companies.

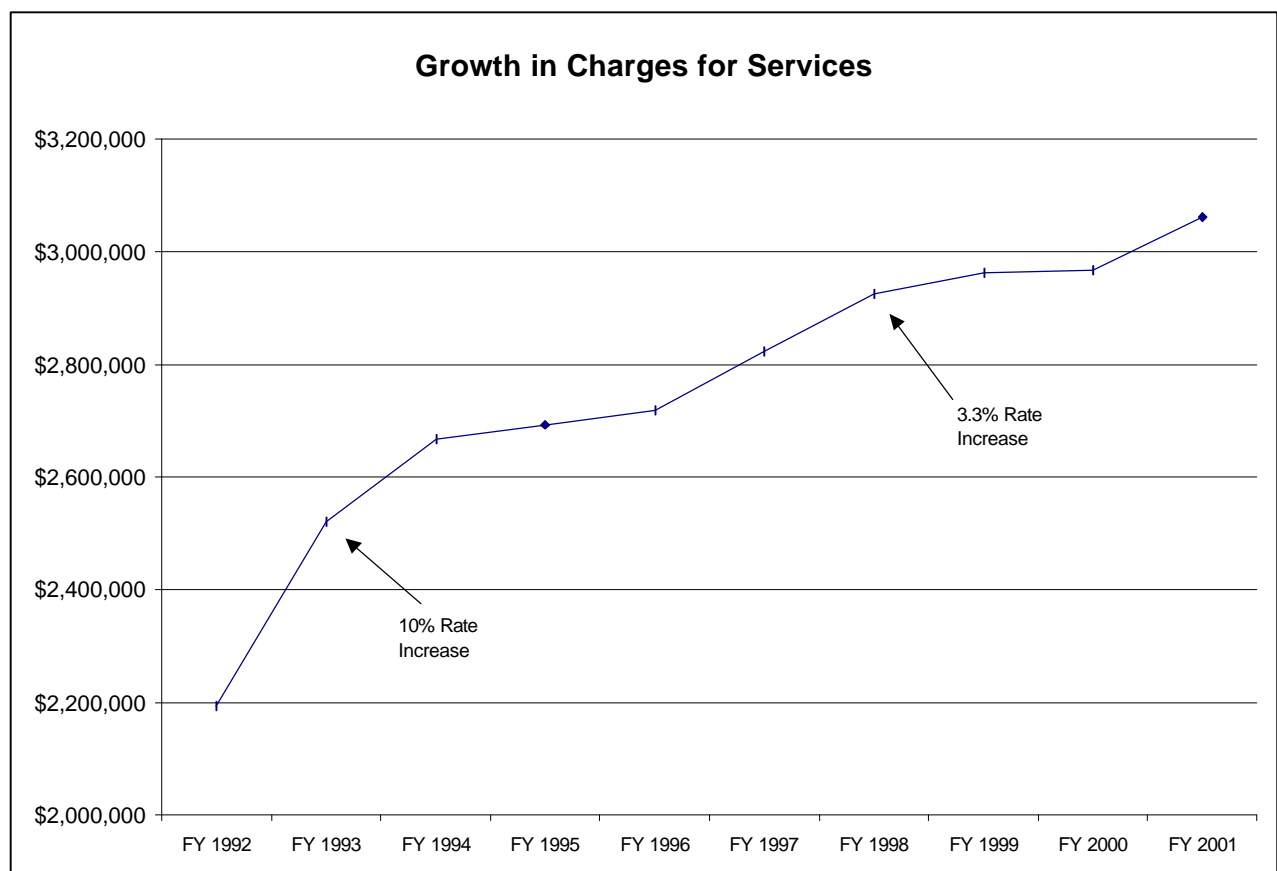
**Revenue Description:
FY 2002 Estimate**

**Charges for Services
\$3,023,500**

The Town currently provides water and sewer services to approximately 3,300 residential and commercial customers in the Town and within its service areas.

In December 1996, Council received and discussed the Utility Rate Study which had been developed by the Town's consultants, Reznick, Fedder and Silverman and O'Brien and Gere. This study, the first comprehensive effort conducted by the Town since 1977, reflects rates that the Town needs to charge based upon the cost of providing water and sewage service to its customers. The following rate schedule was effective July 1, 1998. There are no utility rate changes included the FY 2002 budget.

Growth in Water & Sewer Revenues



Water & Sewer Rates Adopted - FY 2002

Service	Water	Sewer
In-Town		
Base Rate, includes the first 2,000 gallons	\$7.20	\$10.80
Commodity Charge, per 1,000 gallons	\$3.10	\$6.20
Availability Fee, per ERC	\$2,700.00	\$4,100.00
Average Monthly Bill (based on 5,000 gallons)	\$16.50	\$29.40
Out-of-Town		
Base Rate, includes the first 2,000 gallons	\$10.80	\$16.20
Commodity Charge, per 1,000 gallons	\$4.65	\$9.30
Availability Fee, per ERC	\$4,050.00	\$6,150.00
Average Monthly Bill (based on 5,000 gallons)	\$24.75	\$44.10

Revenue Description:
FY 2002 Estimate:

Recoveries & Rebates
\$13,000

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered.

Revenue Description:
FY 2002 Estimate:

Miscellaneous Revenue
\$9,650

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are charges for the sale of meters and other connection materials directly to contractors or homeowners.

Revenue Description:
FY 2002 Estimate:

Grant Revenue
\$27,600

This source of funds represents grant funds provided by the Virginia Department of Health, Division of Dental Health, to provide fluoridation for the town's two active wells. The water supplied by these two wells is not treated prior to entering the distribution system.

Revenue Description:
FY 2002 Estimate:

Non-Revenue Receipts
\$632,532

Water & Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Considered a non-revenue item, receipts are charged directly to Contributed Capital as

opposed to retained earnings and become part of the equity, or ownership portion of the Water & Sewer fund balance sheet.

Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. Estimates are always conservative in nature and in general, receipts realized exceed budget amounts each fiscal year.

Revenue Description:

Transfers from Reserves

FY 2002 Estimate:

\$0

This source of funds represents prior fiscal year appropriations carried over to FY 2002 and will be used to fund projects in the Water & Sewer Fund.

Function:	Public Utilities
Fund:	Water & Sewer
Department:	

Program Description

The Town's Utilities Fund, which includes all revenues and expenditures for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and the area surrounding the Town, stands alone as an "enterprise" fund as part of the Town's total budget. Monies used to support this budget are derived via monthly collections for services used by the Town's 3,319 residential and business accounts, an increase of 250 accounts over the prior fiscal year, availability fees paid by new customers and other miscellaneous charges.

Manager's Message

During the 2000-2001 Fiscal Year, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. During this time, the water treatment plant produced an average of 1.086 million gallons of potable water per day and the wastewater treatment plant treated 1.08 million gallons of sewage per day, both numbers well below the 2.5 million gallon per day permitted capacities of the system. With a 20% growth in customer accounts over the last ten years, it is important to note that the average annual gallons of water treated has grown slowly and the average annual gallons of sewage treated has declined, both indicating that the Town's staff is wisely using monies approved by Council to maintain, repair and improve the system reducing lost water in the distribution system and infiltration/inflow in the collection system.

In the sewage collection system, where intrusion of ground and surface water has been a continuing problem for Warrenton's wastewater system, as it is in most systems, progress is being made. Through concerted effort of the Town's staff and proactive investments by Council in equipment, the Town has been better able to identify key problem areas and target sewage line repairs. This effort has led to a decrease in infiltration/inflow of 78,381 gallons per day during the current year and has reduced operating pressures at the wastewater treatment plant.

In the area of water line replacement, an additional 1,500 lineal feet of water line is proposed for upgrade in FY 2002 completing the upgrade of lines in the Old Town area and continuing improvements in other older areas of the Town. In Old Town in particular, upgrades have improved flow and pressure and added a measure of public safety should a fire occur, since the Fire Department will be able to utilize hydrants along Main Street and not pull from lines as far away as Lee Street, which is the department's current plan due to low pressures and flows.

The Meter Reading section of the Utilities staff continues to attempt to work as efficiently as possible and will continue to install automated remote read meters which will allow the staff numbers to remain constant while customer accounts continue to grow due to new home and business

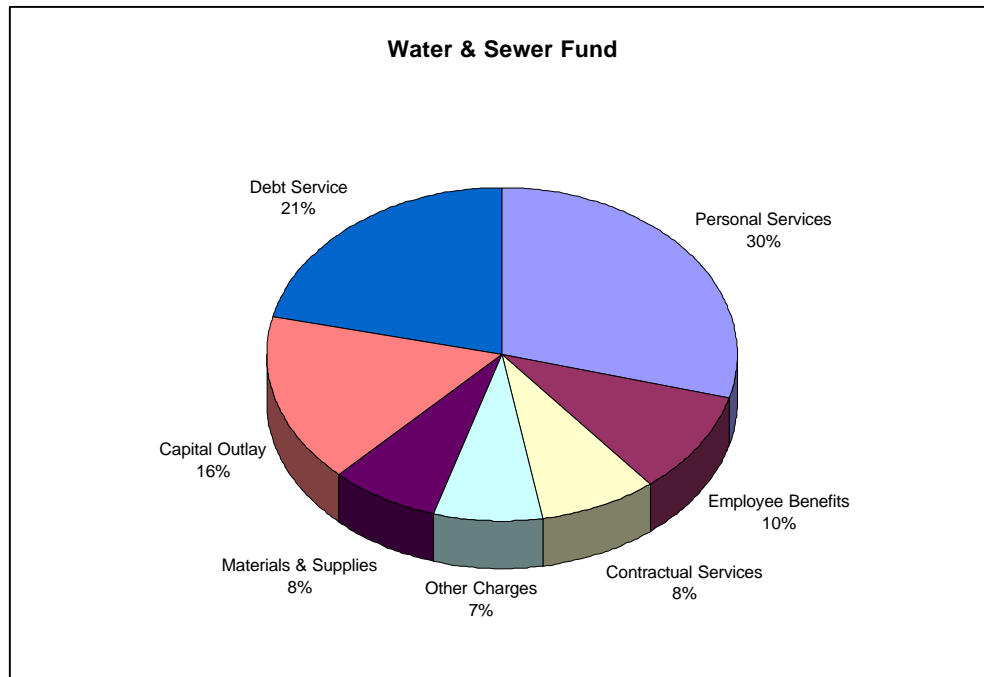
construction. The wastewater treatment plant staff during the year will continue to operate the system within limits set by DEQ and have had some success with controlling odors via chemical addition, although it appears that physical improvements as noted in FY 2003 and beyond of the Capital Improvements Program will be the best, although a more costly solution. (See Capital Improvements Program Fund Attachments)

Financially, while the utilities fund had borrowed money and was in debt to the General Fund in the amount of \$1,000,000 as recently as 1993 due to a stagnant local building economy and numerous mandated and overdue capital projects which had to be funded concurrently, the system, through concerted efforts by the Council and the staff has reversed the fund's negative cash position and as of December 31, 2000 carried a positive cash balance of \$3,350,356, an increase of \$266,183 over the prior fiscal year. To prevent a reoccurrence of this should another economic downturn occur, the Council has adopted a new reserve policy and funds are set aside annually for future development, repairs and restoration to the system, as recommended in the O'Brien and Gere Rate Study of 1996.

While the citizens and customers have recognized the efforts of the Utility staff by providing a 96% level of satisfaction via the Town's annual public works and utilities evaluation, the work to maintain and improve the system continues. To this end, a budget of \$3,918,034 for FY 2002 is proposed, an increase of \$149,100 over the current year. As part of this and due to the excellent work of staff, which led to unexpected income of \$106,000 annually for use of the Old Town water tank by communications companies, and an excellent economy, rates are proposed to remain constant in the new fiscal year. While the Town's rates have been stable, and in comparison to other localities statewide, have moderated, the efforts to minimize lost water and reduce infiltration/inflow coupled with new customer revenues will allow the system to continue meeting its obligations for the fifth consecutive year without a rate adjustment.

Briefly, the expenditures for the various sections of the Utilities Department are described in the following pages.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$1,046,298	\$1,097,765	\$984,847	\$1,138,534	\$40,769
Employee Benefits	332,037	367,064	267,037	397,414	30,350
Contractual Services	194,767	259,396	225,454	316,866	57,470
Other Charges	276,307	283,529	212,226	286,356	2,827
Materials & Supplies	287,815	300,478	253,491	304,142	3,664
Capital Outlay	359,834	655,809	405,454	637,513	(21,766)
Debt Service	823,222	804,893	801,356	837,209	27,803
Transfers & Reserves	0	0	0	0	0
Total	\$3,320,280	\$3,768,934	\$3,149,865	\$3,918,034	\$141,117

Personnel Summary

Full Time	31.9	28.9	28.9	28.9	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
Total	37.9	34.9	34.9	34.9	0.0

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Function:	Public Utilities
Fund:	Water & Sewer
Department:	Meter Reading

Program Description

The Meter Department, which has responsibility for reading meters, thawing of meters in the winter and inspections required under the State's cross connection and backflow prevention programs, continues to change out meters on a periodic basis and rehabilitate them in-house. This program is beneficial to the Town in that it maintains accurate readings for delivery of water and allows for the Town to collect the optimum amount of revenue possible, since the meters are as accurate as possible.

Manager's Message

The Meter Section has responsibility for servicing and reading over 3,319 water meters monthly and reporting their readings to the Town's billing department. In addition, staff members respond to an average of 17 calls monthly for frozen meters in the winter (and assist in thawing them out), install new meter boxes, inspect backflow preventers as required by State law, change out old, inefficient meters and rebuild and reinstall them to ensure that the Town's goal of billing for as much of the water produced as possible is met. The testing frequency of the meters depends upon their annual usage, wear and tear and potential for revenue loss or generation. Meters recording up to \$12,000 a year in revenue are tested every three years. Meters recording between \$12,000 and \$36,000 a year are tested every two years. Any that record over \$36,000 a year in user revenue are tested annually. The repairs noted, which are carried out by the staff, have helped reduce the budget amount by \$4,800 for this category from where it was two years ago. To ensure the utility system receives the maximum revenues due, the staff also responds to customers concerns relative to unusually high or low water bills and often assists customers in identifying where leaks in their service lines or homes and businesses are. As such, customer contact is constant and the section has gained a reputation of being highly service oriented and able to work with customers to resolve problems.

The Meter section, in FY 2002 Utilities budget, shows an increase in proposed expenditures of \$11,040 or 6% over FY 2001. Major expenditures proposed in the Meter budget are the continued purchase of automated meters (estimated 300), which can be read remotely as the Town enters the fourth year of the Town's eight year replacement program, increases in health benefits by a new employee utilizing the available benefit and addition of funds for maintenance of software for the new automated meter reading program.

The priority areas for converting existing accounts to automated readers identified as difficult-to-read meters remains as a first priority for replacement. An example of this type of meter would be a low-lying area of Town where ground water accumulates in the meter box. In these types of boxes, the meter reader has in the past had to bail the water out of the box first in order to read the meter or he or she has to try to read the meter through the muddy water with a glass sight tube. This was time

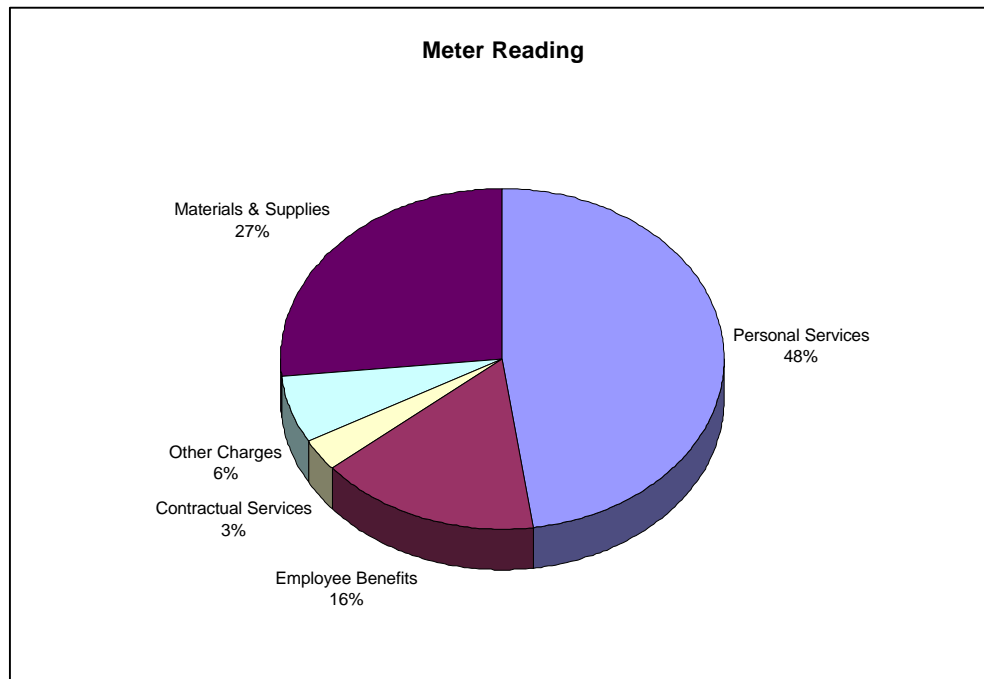
consuming, cut down on production and led to a higher rate of errors. Meters located in bushes where homeowners do not trim the bushes back also cut down on production time and is an example of another priority area. Both of these areas have been satisfied along with those inside locked buildings, all of which have added to productivity of existing staff. Because of these advances, the department still maintains a high quality of service with the same number of staff as 1990, even though over six hundred (628) new accounts have been added.

During the current fiscal year (FY2001), the majority of funds in the meters and supplies line item were consumed by the 146 “new account” water meters that were installed for newly constructed homes. The cost of these meters (fully automated “touch-pad” water meters) was more than recovered through meter fees charged to developers (\$13,125). Some of the “new account” water meters installed were larger commercial meters, which generated an additional revenue recovery for the Town. In all, about \$19,000 was recovered for purchase and installation of new account water meters.

In addition to the new account water meters that were installed, 250 existing “manual-read” water meters were replaced with the new “touch-read” water meters at a cost of approximately \$16,000 to the Town. The conversion process was slow and labor intensive, due in part to the required drilling of the existing cast-iron meter box lids. The replacement program was also limited due to the drain of funds from new account meter installations. Of the Town’s 3,319 utility accounts in the system, thirty-one percent (31%) of these water meters are now fully automated with “touch-read” capability.

For the FY 2002 budget year, staff will utilize a new pre-drilled lid for existing meters boxes which is being manufactured for the older style meter boxes currently in the system. This will help staff to reduce the time of installation and speed up the process of meeting the Town’s annual goal of converting 300 existing manual-read meters to the fully automated touch-read meters.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$82,970	\$88,043	\$67,274	\$92,009	\$3,966
Employee Benefits	27,553	26,622	26,477	31,049	4,427
Contractual Services	4,919	3,911	2,956	6,137	2,226
Other Charges	12,337	11,821	4,062	12,242	421
Materials & Supplies	46,215	51,360	35,937	51,360	0
Total	\$173,994	\$181,757	\$136,706	\$192,797	\$11,040

Personnel Summary

Full Time	3.0	3.0	3.0	3.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Meter Reader Supervisor	1.0

Meter Reader	2.0
Total Authorized FTE's	3.0

FY 2001 Significant Accomplishments

- Backflow preventer inspections and records continue to be maintained with no deficiencies noted by State regulatory agencies.
- No lost time accidents have occurred.
- All testing of intermediate and compound commercial meters were tested in-house, continuing an annual savings of nearly \$4,800.00 in contracted-out costs experienced two years ago.
- Economy of scale continues to work for the Town through bulk purchase of materials and parts with blanket purchase orders, thus keeping budget prices relatively constant in an expanding economy. Purchase of pre-drilled meter tops have proved efficient and cost effective, thus increasing the speed in conversion of older manual meters to automated meters.
- Fewer problems were experienced with the automated software for billing and meter reading, which continues to improve the accuracy and service to the customer.
- Staff continued to install replacement automated meters for older manual meters. In new housing units an additional 146 automated meter units were installed bringing the total number of automated meters in the town to 1028. This represents 31% of the total system meters.
- Monthly meter readings have been completed on time (by the 25th of the month) for the past six (6) months.

FY 2002 Departmental Goals

- Continue to provide a safe work environment with no lost-time accidents as monitored by the VMLGSIA Worker's Compensation Report.
- To rotate and service bi-annual and tri-annual intermediate commercial water meters within two months of the meter's scheduled rotation.
- To have no more than ten (10) mis-reads (over or under reads) per monthly reading period.
- To continue to implement a system that will reduce the number of door hangers required for notification to customers for delinquent accounts.
- To have one hundred percent (100%) of the required meter testing and repairs done in-house, with exceptions only for those customers requesting meter calibration by an independent testing agency.

- To complete monthly meter readings by the 25th of each month.
- To continue to notify customers of high usage within one (1) work day of original meter reading.

Performance Measurement Plan:

Statement of Purpose

To provide meter reading and maintenance services to residential and commercial customers of the Town of Warrenton.

Program Inputs

FY 2002 Budget	\$192,797
FTE's	3.0

Program Effectiveness Measures

Performance Target: Rotate/service bi-annual and tri-annual intermediate commercial water meters within two months of their scheduled rotation.

Monitor: Meter Department database.

FY 2000 Results: Slightly behind due to personnel turnover for the first half of the year, but have caught up and are current.

FY 2001 Results: All meters have been rotated and are up to date for 2001.

Performance Target: Have no more than five (5) re-reads to monthly water accounts due to mis-reads (over and under).

Monitor: Utility billing clerk monthly report.

FY 2000 Results: Last 4 months have met the standard with an average of 3-4 miss-reads per month. The first half of the year the standard was not met due to personnel turnover.

FY 2001 Results: Goal has been met with 0-2 miss-reads per month now. No consecutive miss-reads to any one account – new automated meters being a contributing factor.

Performance Target: Have no consecutive miss reads to any account.

Monitor: Utility billing clerk monthly report.

FY 2000 Results: Meeting standard. Implementation of the hand-held readers has helped.

FY 2001 Results: Meeting standard with no consecutive miss-reads.

Performance Target: 100% of meter repair and testing performed will be in-house, except for unusual situations requiring independent testing.

Monitor: Meter Department log.

FY 2000 Results: Exceptionally successful. All testing of intermediate and compound commercial meters were tested in-house, resulting in an annual savings of nearly \$4,000. Some were tested in-house successfully for a few customers who questioned the accuracy of their meters.

FY 2001 Results: All meter tests have been performed in-house, even in unusual situations, with no complaints from customers. Continue to save \$1,500 on customer meter tests by testing in-house rather than sending meters off to have a contractor test them.

Performance Target: All meters shall be read by the 25th day of each month.

Monitor: Utility billing clerk monthly report.

FY 2000 Results: The last 4 months the standard has been met. The problems of the first half of the year due to personnel turnover seem to have been resolved.

FY 2001 Results: The reading cycle has been completed 2 to 3 days before the target date of the 25th.

Performance Target: Meter account cut-on/off and transfers to be performed within 48 work hours of a request unless a specific date beyond 48 work hours is requested.

Monitor: Meter Department work order log.

FY 2000 Results: Meeting standard. No complaints received.

FY 2001 Results: All work orders have been completed within the 48 hour target period with no problems.

Performance Target: A safe work environment will be provided with no lost-time accidents.

Monitor: VMLGSIA Workers' Compensation Insurance monthly report of claims made.

FY 2000 Results: No lost time accidents.

FY 2001 Results: Goal is being met with no accidents or injuries to date.

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Function:	Public Utilities
Fund:	Water & Sewer
Department:	Source of Supply

Program Description

The department is responsible for the safe and efficient operation of the Town's municipal water supply and strives to provide safe, aesthetically pleasing water to meet the demands of the Town's 3,200 residential and commercial customers.

Manager's Message

The Source of Supply Budget covers expenditures for operation and maintenance of the water plant and reservoirs, production of water and monitoring of two active supply wells and shows a proposed increase of \$49,959, with \$39,400 of the increase being attributed to replacement of the activated granular carbon filter, a once every four year occurrence.

The plant continues to operate fourteen to fifteen hours per day, seven days a week, 365 days a year producing water of good quality, as evidenced by the second annual "Consumer Confidence Report" mailed to all customers in late 2000 in accordance with federal law and there have been no permit violations noted according to State Health Department inspections over the last three years.

As such, the budget proposed represents a maintenance level budget with staffing levels set at the minimum accepted by the State Department of Health as reported in last year's budget document. The budget also includes continued funding for all facets of mandated testing of water (coliform, metals, lead and copper) to ensure it meets safety standards, which continues to grow in complexity.

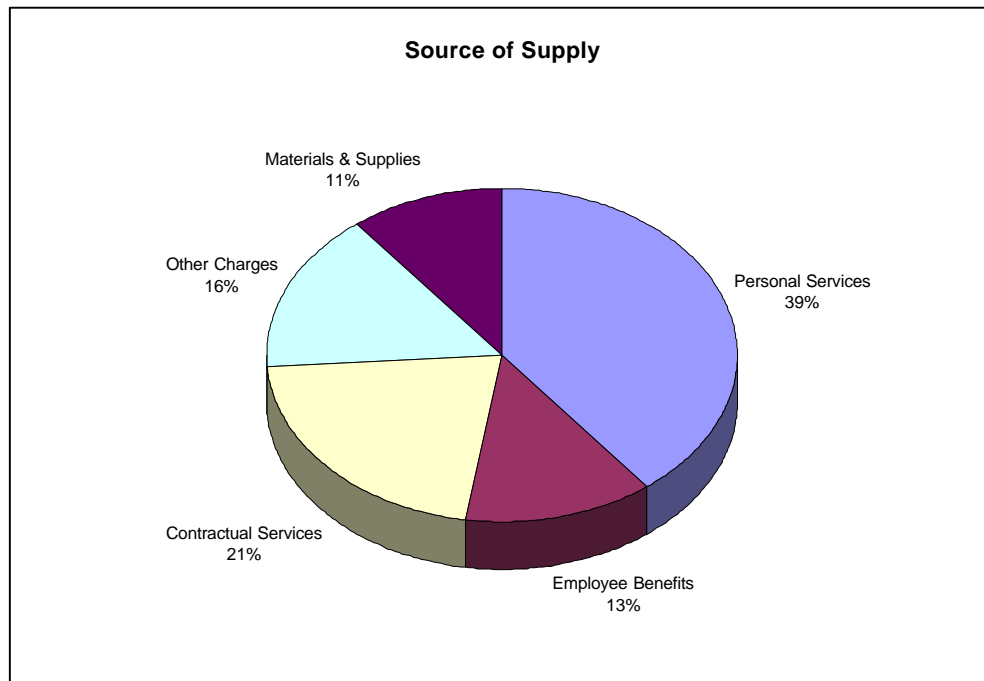
Items of significant interest in the proposed budget include reductions in laboratory service costs (\$1,200) due to the elimination of Synthetic Organic Testing, formerly required by the Health Department, and payments on contracts due to completion of the recaulking of the Warrenton Reservoir Dam (\$2,445). Other expenditures in this line item are for required grass cuttings on the Town's reservoir properties (Airlie and Warrenton) in accordance with Health Department operating criteria for maintenance of impoundment structures.

As indicated in the proposed budget, the Contractual Repair/Maintenance line item has increased \$39,400 over the current year's budget to allow replacement of the activated granular carbon filter. This maintenance, which takes place every four years, is required to ensure that the Town's water is produced in a manner that is as odorless and tasteless as possible.

Finally, the Town continues its water storage tank maintenance program as budgeted in the maintenance contract line item. This program, initiated several years ago, allows the Town to meet the Health Department criteria, which requires providers to meet the latest American Waterworks Association (AWWA) standards concerning maintenance of steel storage tanks by paying a smaller

annual maintenance fee as opposed to a larger payment at the time of required maintenance that could exceed \$500,000. In FY 2002, the contract, which is assessed at \$14,000 per tank, will include biannual washout, inspection and disinfection of the 500,000 gallon in-Town elevated storage tank and the back wash tank at the water plant in addition to significant maintenance of the 1,500,000 gallon “mountain” storage tank, which will be completely painted.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$190,613	\$197,209	\$166,201	\$208,200	\$10,991
Employee Benefits	56,811	67,214	47,972	67,752	538
Contractual Services	47,638	76,630	42,401	112,650	36,020
Other Charges	75,606	84,050	61,210	82,670	(1,380)
Materials & Supplies	50,736	53,198	54,792	55,488	2,290
Total	\$421,404	\$478,301	\$372,576	\$526,760	\$48,459

Personnel Summary

Full Time	4.5	4.5	4.5	4.5	0.0
Part-Time	2.0	2.0	2.0	2.0	0.0
Total	6.5	6.5	6.5	6.5	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Water & Wastewater Superintendent	0.5
Shift Operators	4.0
Part-time Operators	.8
Total Authorized FTE's	5.3

FY 2001 Significant Accomplishments:

- Published the 2nd Annual Drinking Water Quality Report (Consumer Confidence Report) which was in compliance with the Safe Drinking Water Act and its amendments. All comments received from citizens were positive.
- Provided safe and abundant water to the system's customers with no deficiencies in the distribution system.
- Staff experienced no lost time or minor accidents.
- The water treatment plant passed the annual facility inspection by the Virginia Department of Health and the annual dam inspections received favorable reports from the Department of Conservation and Recreation, Soil & Water Conservation Division.
- Continued to operate the plant with two shifts, which is the minimum staffing required under the VDH two-operator rule. Efforts to promote water conservation, aggressive actions to repair leaks/breaks and a well coordinated flushing program have held the average operating time of the plant to 14-15 hours per day, down from 15-16 hours per day during last year's drought.
- Staff has coordinated the installation of commercial telecommunications antennas on the "Old Town" elevated water tank with annual maintenance activities in a manner as to not increase the annual maintenance costs due to the antenna appurtenances. In addition, the appearance of the tank has not been negatively altered.
- The quality of the water produced was rated as "Good to Excellent" by 91% of the respondents of the Town's Citizen Survey.
- Facility improvements at the Warrenton Reservoir included the caulking of developing leaks in the dam and completion of the Bathymetric Survey of the Warrenton Reservoir, which indicated only minor siltation of the reservoir has occurred and actually verified an increase in the storage volume from the original estimate.

FY 2002 Departmental Goals:

- To continue to ensure a safe work place with no lost time accidents.

- No sampling or reporting violations from required sampling at the water plant and in the distribution system.
- Operate the water plant within budget parameters, maintaining all public health standards for drinking water production.
- Provide high quality, pleasant tasting and visually pleasing drinking water to our customers.
- Obtain satisfactory ratings on re-occurring major facility inspections by regulatory agencies.
- Closely monitor metering of production and sources of unmetered water use to assist in reducing production time and operation costs due to unaccounted for water losses.

Performance Measurement Plan:

Statement of Purpose

To ensure the safe and efficient operation of the Town's municipal water supply and provide safe, aesthetically pleasing water to meet the demands of the Town's customer.

Program Inputs

FY 2002 Budget	\$526,760
FTE's	5.3

Program Effectiveness Measures

Performance Target: Provide a safe work environment with no lost-time accidents.

Monitor: VMLGSIA Workers' Compensation Insurance monthly report of claims made

FY 2000 Results: No lost time accidents.

FY 2001 Results: No lost time accidents or injuries.

Performance Target: No sampling or reporting violations shall occur from required sampling at the water plant and in the distribution system.

Monitor: Virginia Department of Health inspection.

FY 2000 Results: No violations.

FY 2001 Results: No violations to date.

Performance Target: The system's water quality shall be rated in the "Good to Excellent" category by at least 70% by respondents of a customer wide annual survey in the areas of "taste, odor and appearance".

Monitor: Citizen survey results.

FY 2000 Results: 91% of respondents rated the water quality "Good to Excellent".

FY 2001 Results: FY 2001 survey to be mailed by the end of May 2001.

Performance Target: The staff shall respond to complaints of flow or water quality within 4 work hours.

Monitor: Departmental daily log.

FY 2000 Results: Meeting standard. Responses are made by the water plant, on-call personnel or distribution crews immediately. Correction to the problems, in some cases, have taken more than the 4 hours as in the case of low pressure due to main breaks.

FY 2001 Results: Meeting standard.

Performance Target: The system shall receive a rating of satisfactory or better on reoccurring facility inspections (Annual Facility Inspections by VDH; Dam Safety Inspections)

Monitor: Inspection Reports.

FY 2000 Results: All inspections to date are satisfactory.

FY 2001 Results: All inspections to date are satisfactory (Airlie and Warrenton Reservoir Dam inspections). Facility inspection scheduled for the summer of 2001.

Performance Target: The staff shall operate the water plant within budget guidelines, maintaining all public health standards and providing a high-quality drinking product for all customers.

Monitor: Monthly budget reports and DEQ/VDH inspections.

FY 2000 Results: As of 06/30/2000, 88% of appropriations expended.

FY 2001 Results: Current budget is 3% under budget to date.

Function:	Public Utilities
Fund:	Water & Sewer
Department:	Transmission & Distribution

Program Description

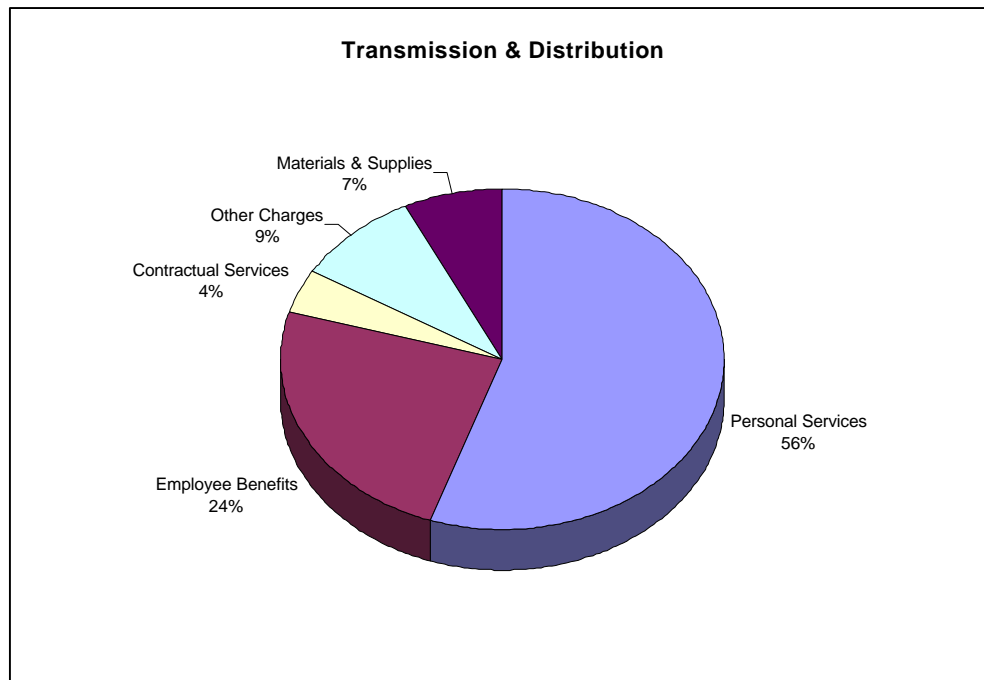
The responsibilities for this section of the Utilities Department include replacement of undersized waterlines, waterline locates under the Miss Utility Program, dealing with clogged sewage, and repairing broken waterlines, clearance and maintenance of overgrown right-of-ways, flow monitoring, flushing and maintenance of fire hydrants and waterlines and overall operation of the distribution system.

Manager's Message

The FY2002 budget for the Transmission and Distribution section shows a increase of \$10,121 over the current fiscal year as the Town continues to work toward reconstructing its oldest water and sewage lines, and maintaining the system. Staff in this section are responsible for daily maintenance and repairs of 73 miles of water line dealing with breaks as they occur (33 calls with 23 actual repairs in FY 2001), replacing old and outdated water lines, maintaining water and sewer line rights of way, unstopping clogged sewage lines (36 calls with 9 actual repairs in FY 2001), using computerized equipment to identify high areas of infiltration/inflow in over 60 miles of sewage lines, maintaining over 700 fire hydrants and responding to over 3,500 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

The department annually estimates their costs for major water and sewage line construction, comparing them to private sector prices in the area to maintain their competitiveness. Water lines proposed for replacement in FY 2002 includes replacing 485 feet of four-inch cast iron pipe in Culpeper Street to complete downtown water line work, replacement of 310 feet of one and a half inch galvanized pipe on Church Street with six-inch ductile iron pipe, replacement of 685 feet of four-inch cast iron pipe on Douglas Street and replacement of 1,400 feet of six-inch cast iron force main from the Taylor pump station with an eight-inch ductile iron pipe that will eliminate breaks in the area in the near future and allow for more sewage flow through the Taylor pump station. With the exception of the projects noted above, the other major projects include continuation of the infiltration/inflow monitoring program which identifies where major sewage line restoration projects are needed and completion of a system wide leak detection survey for the system's 73 miles of water lines. This effort, carried out by a contractor, at an estimated cost of \$4,950, is programmed every three years and allows for identification of leaks using highly sensitive equipment. Three years ago, when this effort was ongoing, fourteen leaks which were not identifiable at the surface were identified and repaired, saving an estimated 21,000 gallons of treated water per day. The remainder of the budget is focused on day-to-day operational costs of the distribution and collection system.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$205,505	\$199,847	\$179,853	\$193,461	(\$6,386)
Employee Benefits	70,973	75,221	53,570	85,258	10,037
Contractual Services	4,739	8,774	7,270	14,024	5,250
Other Charges	32,286	32,065	11,254	32,735	670
Materials & Supplies	39,262	24,595	29,783	24,895	300
Total	\$352,765	\$340,502	\$281,730	\$350,373	\$9,871

Personnel Summary

Full Time	7.0	7.0	7.0	7.0	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	8.0	8.0	8.0	8.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Public Utilities Superintendent	1.0
Crew Supervisor	1.0
Utility Worker	3.0
Utility Equipment Operator	2.0
Part-time	0.5
Total Authorized FTE's	7.5

FY 2001 Significant Accomplishments

- Completed the Main Street portion of the water line replacement program after business hours with no complaints of businesses being disrupted and at the same time received numerous compliments. Most notable was the fact that the work was performed after normal business hours and the street was cleaned and pavement repaired prior to the next business day. Most shoppers and businesses did not notice that the work was being performed. Using the contractor unit prices from the most recent waterline work in town, which was Shirley Avenue Widening project in 1999, the work was performed by in-house staff at a cost of \$99,425 as compared to \$137,847 in comparable contractor pricing.
- Improved flushing techniques by alternating hours to help reduce production times at the water plant which maintain the quality of the water delivered to Town customers.
- Project accounting has improved to the point that all costs down to the smallest supply item are charged to the projects.
- Aggressive leak detection and repair efforts have reduced the amount of unaccounted for water from last year's average between 24-26% to a 20% average for the first five (5) months of the current fiscal year.
- Inter-departmental/section assistance has continued to improve as demonstrated by Transmission and Distribution staff installing an overflow relief pipe from the Cedar Run pump station to lagoon, flusher cleaning around the WWTP digester, and assistance to Public Works on a storm drainage project near Fishback Court.
- The closed circuit TV equipment continued to prove its worth to the town by use in sewer lines on a regular basis. Problem areas were identified and TV footage was a key resource in determining the most appropriate method of repair/rehabilitation for private sector contractors making repairs.
- Rehabilitation of 2,600 feet of deteriorated sewer line in the Old Town area of the Town was completed. PVC relining has been performed after business hours without serious disruptions to the Central Business District or the tenants residing above the businesses. No complaints

were received during the process. The primary benefit is the extension of the life of the pipes another for another 25 to 50 years with the secondary benefit of controlling of infiltration and inflow by sealing joints and cracks in the piping.

FY 2002 Departmental Goals

- Complete the upgrade of the Old Town waterline system with the replacement of the two undersized lines in Culpeper Street with a single eight (8) inch line and complete the Douglas and Church Street projects.
- Conduct a complete leak detection survey throughout the entire Town to tighten the system and maintain a 20% or better water loss rate. Continue to analyze losses, investigate better detection methods and more closely monitor non-billed uses such as flushing, construction uses and fire training activities.
- Continue to refine project cost accounting to completely identify all construction costs to be used as an accurate measure of in-house versus contractor costs.
- Perform water line work at or below competitive contractor rates for similar work.
- Complete repairs to utility line breaks and remove blockages within eight (8) hours of notification.
- Through systematic maintenance of sewer lines (inspection & flushing), reduce to zero the occurrences of any sewer back-ups on private property due to obstructions in the lines, and particularly any in which the Town would be responsible.
- Insure a safe work place with no lost time accidents.
- Reduce infiltration/inflow at peak storm flows by five percent (5%) in drainage basins receiving mediation work.
- Respond to Miss Utility calls within twenty-four (24) hours of notification.

Performance Measurement Plan

Statement of Purpose

To ensure the timely and efficient replacement and maintenance of the Town's water transmission and sewer distribution system.

Program Inputs

FY 2002 Budget	\$350,373
FTE's	7.5

Program Effectiveness Measures

Performance Target: Complete repairs to water line breaks within 8-hours of notification.

Monitor: Departmental daily log/diary and maintenance reports.

FY 2000 Results: 15 water main leaks and 10 service leaks repaired since 7/1/1999. All but 3 repairs were done within 8 hours. The remaining took longer due to having to trace the leaking water to the break area. In all cases the water to customers was only shut off for 1.5 hours and, upon notification of the breaks, crews responded immediately.

FY 2001 Results: 12 water main leaks and 10 service leaks repaired since July 1, 2000. All but 3 repairs were done within 8 hours. In all cases, upon notification of the breaks, crews responded immediately.

Performance Target: Experience zero occurrences of sewer back-ups on private property due to obstructions in the lines and particularly, any in which the Town would be responsible/liable.

Monitor: Departmental daily log/diary and maintenance reports and VML monthly report of claims made.

FY 2000 Results: Failed measure with one backup on a sewer main that flooded a private residence. No occurrences due to blockages in the main line. A second back-up was due to a large rock being dropped into a sewer clean-out that obstructed the lateral line.

FY 2001 Results: Have not met standard. Experienced backup in residence on Piedmont Street (Nuisance VML claim filed) 2 residences on Frazier Road (no damage) and one on Main Street (no damage).

Performance Target: Provide a safe work environment with no lost-time accidents.

Monitor: VMLGSIA Workers' Compensation Insurance monthly report of claims made

FY 2000 Results: Two minor injuries reported. No lost time from any accident.

FY 2001 Results: No lost time accidents or injuries to date.

Performance Target: Respond within 24 hours for routine Miss Utility notifications, 4 hours for emergency notifications.

Monitor: Departmental daily log/diary and maintenance reports.

FY 2000 Results: All responses within time allotted.

FY 2001 Results: All responses within time allotted.

Performance Target: Water/sewer connections shall be performed within the price quoted to customers.

Monitor: Customer billing records.

FY 2000 Results: No complaints, bills as quoted.

FY 2001 Results: No complaints, bills as quoted.

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Function:	Public Utilities
Fund:	Water & Sewer
Department:	Wastewater Treatment Plant

Program Description

The sole purpose of the Wastewater Treatment plant is to protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman. There are certain laboratory procedures that are performed on the wastewater and receiving waters to meet receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ). For example, Biochemical Oxygen Demand, Total Suspended solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Some annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by the Town's Pretreatment staff.

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The next process involves biological treatment with Rotating Biological Contactors (RBCs). The next phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes disinfection with Chlorine gas, dechlorination by Sulfur Dioxide, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, then hauled away by an outside contractor and land applied.

Manager's Message

The Town's wastewater treatment plant processed and treated an average of 1.085 million gallons of sewage per day in 2000 and, due to the nature of the almost "dry stream" which the plant discharges into, continues to operate under rigid discharge standards established by the Virginia Department of Environmental Quality (DEQ). During the last year, the staff has worked diligently to meet very tight DEQ discharge limits with only one minor violation occurring, the first in twenty-five months. Operation of the plant continues to improve and fluctuations in flow caused by seasonal variations are more easily managed due to physical improvements made to the trickling filter, headworks and recirculation system over the last three years. During the year, staff continued to experiment with chemical additives to better manage odor in light of growth around the plant. Several operational changes have been made which have resulted in a smaller number of complaints, however, the months of August and October continued to be problem months.

The budget includes expenditures of \$893,269, a 3.5% increase over the current year. Significant changes in the FY2002 budget for the wastewater treatment plant include reductions in pretreatment testing costs (\$2,000), due to one industry that was anticipated and would have required pretreatment not materializing, and a slight decrease in chemical costs due to continued efficiencies brought on by bulk purchasing.

Minor increases in the budget are anticipated in the contractual repair item, where routine emergency repairs are budgeted (\$20,000) for the plant and seven pump stations and replacements of roofs at the Cedar Run pump station (1978 roof) and the digester building (1978) and belt press room (1990) are budgeted at a cost of \$8,000.

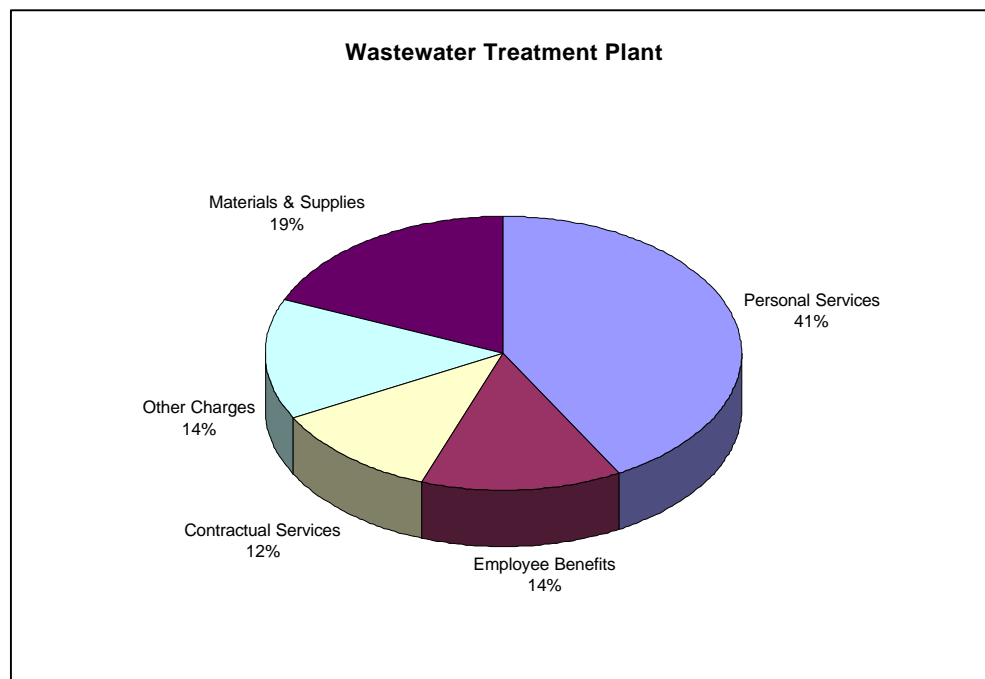
In addition, replacement of a wet well pump at the treatment plant to replace a ten (10) year old pump is scheduled as well as purchase of a new flow meter at the Taylor pump station (\$4,000).

Of concern at this time are fuel and electrical costs. While fuel costs (natural gas) are believed to have stabilized and can be contained within the current year's and next year's budgeted amounts, electrical costs via deregulation are an unknown at this time. While the staff has learned, through participation in the VML/VACO negotiations with Virginia Power that certain safeguards are built into the system, bills before the General Assembly have not yet been approved and, consequently, if amended, could lead to higher power costs if the Town's staff does not stay on top of the issue.

Other major cost items that could fluctuate include wastewater testing costs, the frequency of which could increase dramatically, if retests are required under the Toxics Monitoring Program and sludge disposal requirements based upon Environmental Protection Agency and Department of Environmental Quality regulations.

The wastewater operations budget, with the exception of these concerns, is planned at a maintenance level.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$327,396	\$354,462	\$279,063	\$374,007	\$19,545
Employee Benefits	104,141	111,695	86,357	121,862	10,167
Contractual Services	101,141	104,416	107,061	104,556	140
Other Charges	126,417	126,175	112,714	126,195	20
Materials & Supplies	147,287	165,945	127,895	166,449	504
Total	\$806,382	\$862,693	\$713,090	\$893,069	\$30,376

Personnel Summary

Full Time	11.5	11.5	8.5	8.5	(3.0)
Part-Time	3.0	3.0	3.0	3.0	0.0
Total	14.5	14.5	11.5	11.5	(3.0)

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Wastewater & Water Superintendent	.05
Shift Operators	6.0
Maintenance Technician	1.0
Plant Mechanic	1.0
Part-time Operators	0.8
Total Authorized FTE's	9.3

FY 2001 Significant Accomplishments

- No lost time accidents at the plant with only minor accidents experienced.
- Three additional drying beds for sludge were completed in August, 2000 giving the plant three additional months of storage in the event of wet weather or the inability of the land application contractor to remove dried sludge from the plant.
- Operation of the plant has continued to be more easily managed with fluctuations of the season and flows to the plant with the improvements of the past three (3) years (trickling filter upgrade, headworks upgrade and recirculation system). Only one VPDES permit violation occurred, which was the first in twenty-five (25) months.

- Staff continued to conduct pilot test programs for the elimination of odors leaving the plant and impacting the surrounding neighborhood. Several operational changes were made and an additional fogger was purchased along with chemical additives for the Cedar Run Pump Station waste stream. The results were mixed with the number of complaints reduced in past years, but the month of August and October experienced more than normal complaints. Lessons have been learned and are being considered in future odor control measures, including Capital Improvements Plan programming of expenditures.
- The physical plant has been upgraded with the replacement of the headworks conveyor system, roof replacement at the WWTP and pump replacements at Cedar Run Pump Station.
- The WWTP lab passed the DEQ lab inspection without any “qualifiers.”

FY 2002 Departmental Goals

- To insure a safe work place with no lost time accidents.
- To operate the plant within the guidelines of the new VPDES Discharge permit.
- To continue to operate the plant with the minimum staffing of two eight (8) hour per day shifts.
- Pass the annual DEQ lab inspection without any “qualifiers”.
- Reduce complaints received by 50% to 75% concerning odors.
- Continue to research pump technology and operational improvements in order to increase the efficiency and to reduce the frequency of repairs to the pump stations.
- No by pass or overflow violations from pump station or WWTP facility operation.

Performance Measurement Plan

Statement of Purpose

To protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman.

Program Inputs

FY 2002 Budget	\$893,069
FTE's	9.3

Program Effectiveness Measures

Performance Target: Provide a safe work place with no lost-time accidents.

Monitor: VMLGSIA Workers' Compensation Insurance monthly report of claims made.

FY 2000 Results: No lost time accidents.

FY 2001 Results: No report of lost time accidents.

Performance Target: Not more than 1 DEQ violation accumulated at any given time.

Monitor: Virginia Department of Health (VDH) or Department of Environmental Quality (DEQ) notification letters.

FY 2000 Results: Received one violation in May 2000 due to dissolved oxygen dropping below 6.5 ppm for one day.

FY 2001 Results: No violations. Last point assessment was in May 2000.

Performance Target: Continue to operate the plant with two 8-hour shifts as long as DEQ allows and the Town can meet permit requirements.

Monitor: Personnel and staffing levels.

FY 2000 Results: Meeting permit requirements with current staff.

FY 2001 Results: Meeting permit requirements with current staff.

Performance Target: Pass the annual DEQ lab inspection and other inspections without any “qualifiers”.

Monitor: Annual DEQ inspection report.

FY 2000 Results: Passed the annual inspection in March 2000 with one “qualifier” for the lab Biochemical Oxygen Demand (BOD) test.

FY 2001 Results: Inspection for this year has not been performed, DEQ is short handed due to personnel losses. Currently the inspection is not scheduled.

Performance Target: Provide adequate response and develop additional backup plans for alarm situations during hours that the plant is not staffed to prevent violations from occurring.

Monitor: Violation notices from the VDH or DEQ.

FY 2000 Results: Phone auto-dialer is working well as indicated by no violations.

FY 2001 Results: Phone auto-dialer is working well as indicated by no violations.

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**Town of Warrenton
FY 2002 Budget**

Function:	Public Utilities
Fund:	Water & Sewer
Department:	Administration

Program Description

This department houses costs associated with the Director of Public Utilities, a licensed engineer with a specialization in civil engineering. The director manages the overall operation of water and wastewater production, water line construction and maintenance, meter reading, cross connection and backflow control. Each of these sections is staffed by a superintendent fully qualified to carry out a wide variety of functions in their particular function.

Manager's Message

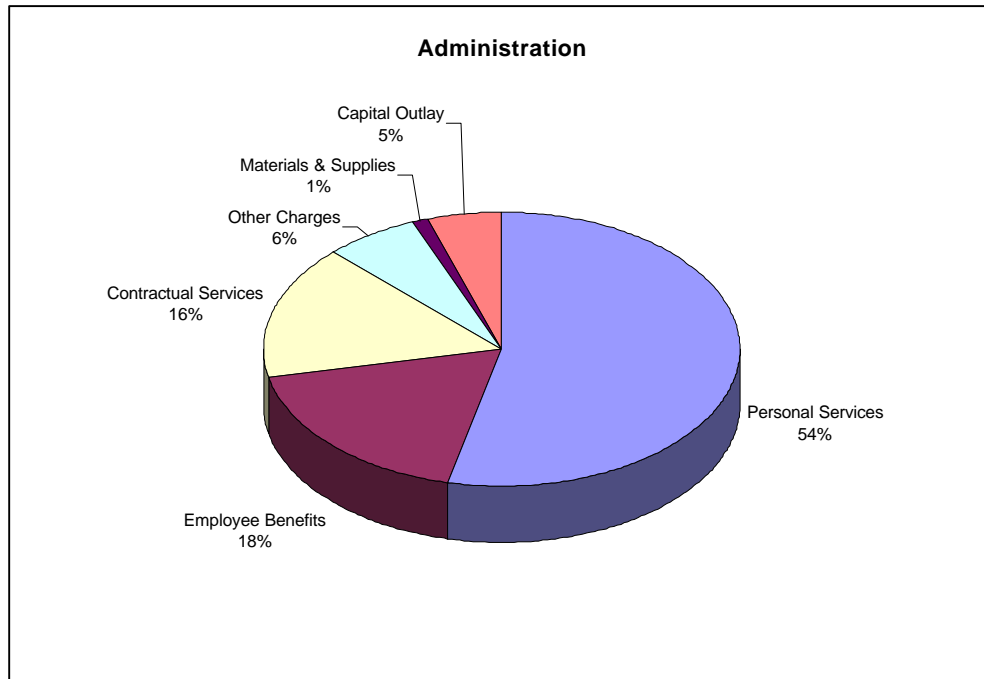
The Water and Sewage Administration budget includes funding for all staff who have a responsibility and participate in operation of the Town's utility system. In addition, the Town's computer system is also cost shared with this budget with the remainder of the budget included in the General Fund. Included within the budget are a portion of the salaries and expenses of the Town Manager, Finance and Human Resources Director, Deputy Finance and Human Resources Director, Public Works/Utility Director, Project Engineer, Secretary II, Utilities Technician and Account Clerks, all of whom work on a part or full-time basis with the system.

The budget represents an increase of \$38,804 or eight percent (8%) over the current fiscal year with the heaviest increase in the professional services line item due to the utilities fund sharing in the cost of the improvements to the Town's data processing upgrades on-line payment system and other one-time expenditures as noted in the General Fund Data Processing budget. Expenditures in this budget also include outside consulting assistance to help resolve problems for the water and wastewater treatment plant operation that come up during the year, network support for the Town's computer system and the Utilities Fund share for web site and general information updates. Four personal computers scheduled for replacement as part of the Town's maintenance program are also included in this item as well.

Postage costs have remained steady in this item and reflect a continued federal mandate that requires an annual mailing to all customers of the water system. A "Consumers Confidence Report" was required to be mailed to all water system customers annually beginning in FY 2000 and the budget reflects costs for mailing the report that details the quality of the Town's drinking water. Mailing costs for the report are estimated to be \$1,500.

The remainder of costs included in this budget area are for day to day operations of the Utility system and show no significant increases over prior years.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$239,814	\$258,204	\$292,456	\$270,857	\$12,653
Employee Benefits	72,559	86,312	52,661	91,493	5,181
Contractual Services	36,330	65,665	65,766	79,499	13,834
Other Charges	29,661	29,418	22,986	32,514	3,096
Materials & Supplies	4,315	5,380	5,084	5,950	570
Capital Outlay	0	21,800	21,907	25,270	3,470
Total	\$382,679	\$466,779	\$460,860	\$505,583	\$38,804

Personnel Summary

Full Time	5.9	5.9	5.9	5.9	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	5.9	5.9	5.9	5.9	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Town Manager	0.2
Finance & Human Resources Director	0.2
Public Works Director	0.5
Deputy Finance Director	0.3
Senior Accounting Clerks	1.4
Accounting Clerks	0.9
Utilities Technician	1.0
Project Engineer	0.4
Secretary	1.0
Total Authorized FTE's	5.9

FY 2001 Significant Accomplishments

- The Town continued its efforts in abatement of infiltration and inflow with the reduction of on average 202,000 gallons per day of I&I by relining 3,967 feet of sewer lines in two older neighborhoods. Not only is the reduction now quantified through flow measuring devices (both before and after the work), but the operators at the waste water treatment plant are not seeing the typical flows at the plant during heavy rainfall events and the two major pump stations at Cedar Run and Taylor MS are not in alarm as often. The summer of 2000 was slightly wetter than normal, but flows at the treatment plan were lower than the past ten (10) year average.
- Relining of the sewer mains in the Old Town area has progressed with minimal inconvenience to businesses or residential tenants. The effort has restored the structural integrity of the lines for another twenty-five to fifty (25-50) years and provided a secondary benefit by reducing infiltration.
- Staff worked with consultants and communications companies to maximize the utilization of the Town's water tank for the installation of antennas (providing the town with a revenue source of \$102,000 per year in rental fees) and in completing the project has not degraded the appearance of the tank. Three major carriers and one small local company are currently located on the tank and a fourth major carrier has executed a lease and is scheduled for installation in 2001.
- Staff continued to work with the Warrenton Training Center and consultants for the Fletcherville project concerning extensions of Town water and sewer services to health remediation areas identified by the County. Emphasis has been to insure that the final product is not a burden on the current customers of the system.

- The Annual Citizen Survey rated Utility services as “good to excellent” by over 90% of the respondents.
- Through aggressive location and repair of water line leaks/breaks and better accounting of non-billed uses, the rate loss of water produced versus accountable use has been reduced from an average of twenty-five percent (25%) to twenty percent (20%) over the first five (5) months of the current fiscal year.
- Staff published the second Annual Drinking Water Quality Report (Consumer Confidence Report), which was in compliance with the Safe Drinking Water Act and its amendments. The report was distributed to all customers with positive comments received from citizens.
- Crews and equipment continue to be used inter-changeably with increased efficiency and time in completing projects. The best example of this was the Main Street water line replacement project, which could not have been accomplished without Public Works support.

FY 2002 Departmental Goals

- Provide water and sewer utility upgrades via approved Capital Improvements Programs to the “Old Town” area and along Douglas and Church Streets to facilitate extending the service life of lines for another 25-50 years.
- Submit all monthly and re-occurring reports mandated by state and federal agencies (VDH, DEQ, EPA) with 100% accuracy and on time.
- Address public inquiries/complaints concerning operation of system with an initial response within one (1) work day of receipt.
- Update the Town’s GIS water and sewer maps to include new and replaced lines. Add new items thereafter within three (3) months of work completed. This is an ongoing goal that will require an intern to search the approved/constructed projects over the past three years.
- Maintain fiscal accountability/stewardship of the Town’s resources at all times.
- Continue to educate water customers on programs, policies and procedures as they relate to water and sewer issues by utilizing the Town’s newsletter and the Town’s website.
- Continue to analyze water losses, investigate new detection methods and pursue any methods that can help reduce unaccounted for water losses. Targeted areas will be closer monitoring of flushing activities, construction, and fire prevention training/activities.
- Provide water and sewer utility upgrades to the Old Town area to facilitate extending the service life for another 25-50 years.
- Continue to work closely with local emergency services in monitoring water use. The severity and duration of water main breaks are tracked closely. Bi-annual leak surveys of the entire infrastructure are contracted to monitor and repair any leaks in the system. Unaccounted water loss is down below last year’s 25%, in the 19-20% average for FY 2001 to date.

Performance Measurement Plan

Statement of Purpose

The development and management of the Utilities Department to meet all regulatory requirements and provide value to the rate payers in the form of quality water/sewer services.

Program Inputs

FY 2002 Budget	\$505,583
FTE's	5.9

Program Effectiveness Measures

Performance Target: Monthly discharge and reoccurring reports will be submitted to state and federal agencies with 100% accuracy and on time.

Monitor: Violation notices from regulating agencies.

FY 2000 Results: Meeting standard with no errors and timely reports submitted.

FY 2001 Results: Meeting standard with no errors and timely reports submitted.

Performance Target: Public inquiries/complaints shall receive an initial response within one workday of receiving.

Monitor: Departmental event log.

FY 2000 Results: With voice mail now, it is difficult to track. All complaints or serious inquiries have been responded to on time. No complaints received for not responding.

FY 2001 Results: All inquiries and complaints are addressed on the same day received, often immediately by transferring the customer to the proper utility staff member via the interconnected phone system. No complaints received on not responding.

Performance Target: Historical and operating files will be properly maintained and organized for timely retrieval of information.

Monitor: Periodic inspection and daily use.

FY 2000 Results: Meeting standard with no instances of being unable to locate or retrieve files or data.

FY 2001 Results: Meeting standard. No instances of not being able to locate or retrieve files or data.

Performance Target: Site plans shall be reviewed within the specified times requested by Director of Planning and Community Development.

Monitor: Site plan suspense log.

FY 2000 Results: All site plans have been reviewed by the suspense date.

FY 2001 Results: All site plans reviewed by the suspense date.

Performance Target: Operation of the Utility Department shall be within the budget for the year with not more than +/-5% deviation at any given time during the year.

Monitor: Monthly budget reports.

FY 2000 Results: 85.7% of appropriations expended through 04/30/2000.

FY 2001 Results: Meeting the standard, with 2 months remaining in the FY there is 17.3% of the budget remaining.

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**Town of Warrenton
FY 2002 Budget**

Function:	Public Utilities
Fund:	Water & Sewer
Department:	Capital Outlay

Program Description:

The Utility Fund Capital Outlay department accounts for capital additions to the water & sewer utility system and is divided into several different sections for ease in presentation.

Manager's Message:

The Capital Outlay section of the Utilities Budget includes funds for all purchases of new equipment and for construction of new projects or rehabilitation work under the Council's guidelines for capital projects. The Utilities Capital budget for FY 2002 is \$612,243, \$21,7616 less than in FY 2001. Major expenditures proposed in this category include:

Expenditure Summary:

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Meters	\$2,310	\$0	\$0	\$2,500	\$2,500
Meter - Machinery & Equipment	7,716	4,750	10,459	0	(4,750)
WTP - Plant Improvements	0	0	0	60,100	60,100
T&D - Machinery & Equipment	7,845	21,162	150	78,328	57,166
T&D - Water Line Replacement	57,973	223,597	121,345	114,010	(109,587)
T&D - Sewer Line Rehabilitation	69,046	360,500	185,622	274,630	(85,870)
WWTP - Machinery & Equipment	564	0	999	0	0
WWTP - Plant Improvements	204,568	24,000	63,764	62,675	38,675
Miscellaneous Projects	9,812	0	1,208	20,000	20,000
Total	\$359,834	\$634,009	\$383,547	\$612,243	(\$21,766)

Meters

Replacement of Compound Water Meter
FY 2002 Appropriation: \$2,500

The Meter Section will replace a thirteen year-old (1988) water meter that currently meters Town water to the Station A Training Center on Shipmandilly Lane. Frequent repairs have been necessary on this meter over the past year due to wear and age. When recording accurately, this meter generates annual utility revenues of \$14,000. This commercial account continues to have high user demands

and requires an accurate meter to ensure usage is accurately received, which according to staff, will pay for itself within three months.

Transmission and Distribution

Backhoe #55 Replacement FY 2002 Appropriation: \$69,628

A new backhoe will replace the current backhoe, which is a 1987 JCB assigned to the Transmission and Distribution Section. The current backhoe has 9,500 equipment hours of use, primarily in the construction and repair of water lines, sewer lines and installation of water/sewer service connections. Normal private sector practice is to replace a piece of equipment after 6,000 to 7,000 hours under similar heavy use. This piece of equipment is a key element in performing 75% of the construction and maintenance activities of the Transmission and Distribution section. The increase in construction activities over the past five (5) years (with 2,500 to 3,000 linear feet of waterline replacement per year), new service connections and breaks, has placed considerable wear on the equipment. At the same time, the 1981 farm tractor with loader attachment (#564 Massey Ferguson) located at the wastewater treatment plant which is used to load/stockpile sludge in the drying beds is also in need of replacement, incurring increased maintenance costs (\$5,636 for repairs not including routine maintenance over the last year). With a new replacement backhoe for T&D, the replaced equipment would be moved to the WWTP as a replacement for the older equipment at the plant. Moving sludge would not be as demanding on the backhoe and it should be able to provide good service to the WWTP for another 6 to 8 years. The Massey Ferguson tractor will be sold with an expected salvage value of \$8,500.

Light Weight Trench Shoring FY 2002 Appropriation: \$5,500

It has recently been revealed that the need for lightweight shoring that can be easily loaded, unloaded and installed without heavy equipment exists. The current trench box is extremely heavy, cumbersome and time consuming when used and can not be modified to fit different situations. The new equipment will allow for movement in and out on a quick and safer basis.

Generator - 5,000 watt FY 2002 Appropriation: \$3,200

A new portable 5,000 watt generator is needed for the Transmission and Distribution section to replace the existing 1986 model. The generator is used for lighting worksites at night and for powering electric tools on water main breaks and occasionally on sewer maintenance work. Replacement is needed due to the age and lack of reliability of current equipment. Recently, the current generator has experienced maintenance problems, running for several hours and then cutting off without reason. The critical nature of this equipment during a night emergency repair is of the utmost importance. If the generator fails while on an emergency, it completely shuts down operations until it is repaired or a replacement is found. The maintenance section at the town cemetery is currently using a personal generator, belonging to one of the employee's working there. The current generator will be transferred to the cemetery and used as a backup for other departments, if approved.

Sewer Line Rehabilitation

Rehabilitation/Replacement Sewer Lines – Infiltration and Inflow Abatement FY 2002 Appropriation: \$117,830

Continued rehabilitation / replacement of sanitary sewer lines to combat infiltration and inflow (I&I) in the Cedar Run and Taylor Pump Stations is scheduled for FY 2002. Work will be a combination of line replacement, relining and point repairs to better seal the sewage system. Prior to the sewer relining work completed in the summer of 2000, the Cedar Run sewer basin was experiencing an estimated 1.1 million gallons per day of inflow and infiltration during heavy rain events. The Taylor sewer basin was receiving nearly 170,000 gallons per day of estimated infiltration and inflow during periods of heavy rain. In the summer of 2000, approximately 3,800 feet of sewer mains were identified for repairs in the upper portions of these basins and were subsequently relined with new sewer pipe. As a result, the infiltration and inflow in the Cedar Run basin has been reduced by 160,000 gallons per day and infiltration and inflow in the Taylor basin has been reduced by 42,000 gallons per day. The Town will continue to repair the lines in these basins by identifying problem areas down stream of the repairs already made in each basin. At the same time, other basins in Town, which were formerly lower in priority for repair, will begin to receive attention. The Fishback Court sewer main experiences approximately 0.95 million gallons per day of I&I with 850 feet of pipe identified and programmed for relining. The sewer main between Chappell and Roebling Streets has 1,215 LF of pipe slated to be relined due to 210,000 gallons per day of I&I identified in the basin. Televising work identified five point repairs needed on the sewer main between Frazier Road and Sullivan Street and recently the Chestnut Street area (between Keith, Lee and Waterloo) has been blocked due to breaks in the original concrete line.

Replace Taylor Force Main FY 2002 Appropriation: \$156,800

Replacement of 2,000 feet of six-inch cast iron sewer force main with eight-inch ductile iron force main between Taylor Lift Station and Green Street is also identified as a need for FY 2002. The project is to be carried out by in-house staff. The current force main is aging and has had five breaks in the last 10 years. Increased flows will add to the stress on this pipe. The most recent break occurred last year in the paved parking lot of the Assembly of God Church, which was the second break in three years at that location. A study of the Taylor pump station and force main by Rust Environmental and Infrastructure in April 1998, determined that the existing line consists of 2,000 feet of six-inch force main feeding into 1,140 feet of eight-inch line with the six-inch portion of the line being the limiting factor to the system. By increasing the six-inch line to eight inches, the carrying capacity of the line will increase from 326 gpm to 500-600 gpm.

Water Line Replacement

Culpeper Street Waterline Replacement

FY 2002 Appropriation: \$47,010

Replacement of four hundred eighty-five (485) feet of old cast iron four and six inch water line to an eight-inch single ductile iron water line along Culpeper Street between the Main Street and Lee Street intersection will be completed in FY 2002. This section of line is the last undersized main line artery in the Old Town area, which feeds the outer reaches of the Town. The water line in Main Street, Lee Street and Culpeper (from Lee to Shirley) are eight-inch ductile iron lines. This line replacement completes the Old Town water utility upgrade and is scheduled in coordination with pavement overlay of this section of street in FY 2002.

Church Street Waterline Replacement

FY 2002 Appropriation: \$24,500

Project involves replacing 310 feet of one and a half inch (1 ½ inch) galvanized pipe between Broadview and Sullivan Streets with six-inch ductile iron pipe. A new fire hydrant will be installed providing additional fire protection since there is no hydrant on Broadview Avenue between Waterloo and Stuyvesant Street.

Douglas Street Waterline Replacement

FY 2002 Appropriation: \$42,500

Replacement of 685 feet of four-inch (4") cast iron pipe with new six-inch (6") ductile iron pipe. The line has experienced five (5) breaks since 1996.

Water Plant and Well Improvements

Well Fluoridation

FY 2002 Appropriation: \$27,600

Design and installation of a fluoride feed system for Well #5 and Well #6 is proposed for FY 2002. The Division of Dental Health, Virginia Department of Health, has contacted the Town and has programmed grant funds to provide fluoridation for the Town's two active wells. The water supplied by these two wells is not treated prior to entering the distribution system. Fluoride is added to the water produced at the Water Treatment Plant, which represents ninety percent (90%) of current daily production. Consumers located in the vicinity of the wells do not receive the same level of fluoride protection as other users due to the mixing of the untreated well water with the surface treated water. This system will provide a uniform and consistent level of fluoride to all users.

Roof Replacement for Water Treatment Plant

FY 2002 Appropriation: \$32,500

The asphalt built up roof at the Water Treatment Plant will be almost nineteen (19) years old in 2002. A flat roof's life expectancy is fifteen years and is usually subject to leaking prior to such time limit.

The roof has begun to show deterioration in several areas and a prudent preventative maintenance effort would be to replace the roof at this time before more serious problems arise and minor leaks have occurred.

Sewer Plant Improvements

Caustic Tank and Feed System – WWTP FY 2002 Appropriation: \$62,675

Installation of a 6,000 gallon fiberglass or a corrosive resistant iron storage tank to feed liquid caustic soda at the Sewage Treatment Plant is proposed for FY 2002. Installation of the tank involves placement of a concrete pad with 100% secondary containment capacity, piping and automated feed system. This will assist the Town with maintaining compliance with and staying ahead of future permit limits for ammonia levels as established by the Department of Environmental Quality. Liquid caustic soda replaces the alkalinity taken from the water by the bacteria. If the alkalinity is not supported, nitrification can be inhibited and violations will occur. In addition to ammonia, pH violations may arise. Currently, dry soda ash is manually fed by dumping 50 pound bags into a makeshift feeder, which can only handle 350 pounds per day, which, with the current daily treatment volume, is at its capacity and may soon be exceeded due to growth in the community. The caustic soda (\$0.16/lb.) costs slightly more than the soda ash (\$0.13/lb), but works more effectively at staying in solution to lower the alkalinity, can be more readily stored, and will provide the capacity for treatment with expected increased flows in the future. Additionally, this feed system will reduce employee exposure to injury due to employees currently having to lift the 50 pound bags into the hopper. The automated feed system will also free up employee time to perform other maintenance duties.

Engineering, Cedar Run Pump Station

Engineering, Cedar Run Pump Station FY 2002 Appropriation: \$20,000

Recent information indicates that the base flows to the pump station are at design capacity. The \$20,000 will allow for preliminary engineering to develop a refined concept for initial approval by the Virginia Department of Health for upgrade. This would get the Town ready for construction in July 2003.

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Function:	Public Utilities
Fund:	Water & Sewer
Department:	Debt Service

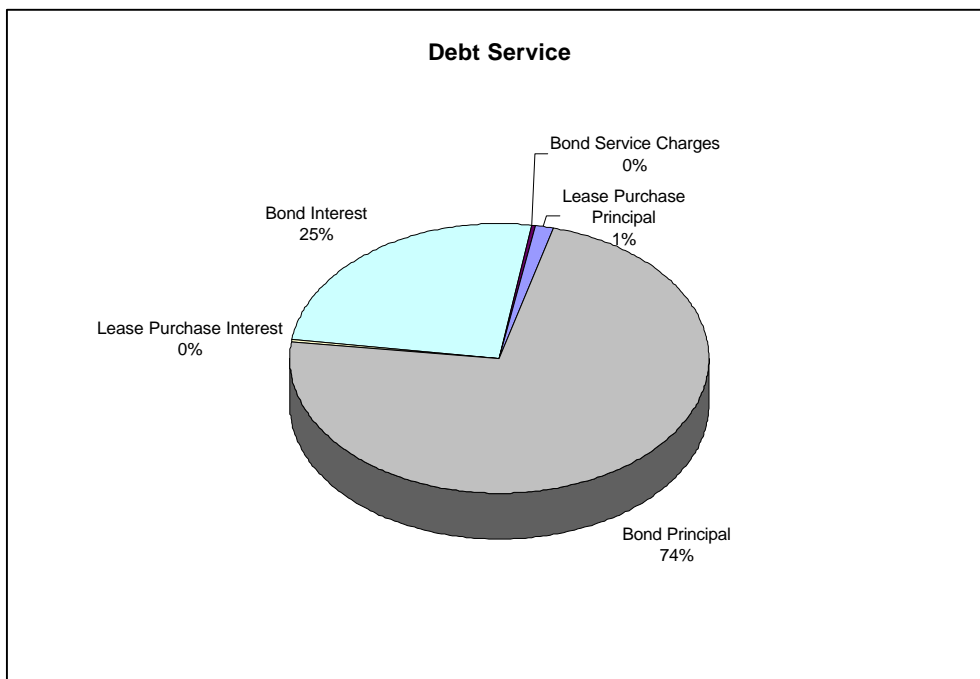
Program Description

The Utility Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund. Long-term debt components as well as terms and future repayment requirements are detailed in the Debt Administration section of this document.

Manager's Message

Payment on debt is at a level of \$837,209, an increase of \$32,216 over fiscal year 2001. With this fiscal years payment (FY 2002), the Town will have decreased its principal obligation to \$3,990,000 that will be paid out through the year 2009 for bonds issued in 1989 for wastewater treatment plant upgrades. Also included in the amount is \$9,436 for the Utility Budget's share of a lease purchase arrangement for a pickup truck purchased in FY2000. Council should be aware that due to the restructuring of debt early in the 1990's, principal payments will increase as interest payments are reduced leading to relatively stable payments in the \$800,000 range for the next several fiscal years.

FY 2002 Appropriations At A Glance



Expenditure Summary:

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Lease Purchase Principal	\$18,115	\$9,436	\$8,681	\$12,057	(\$1,892)
Bond Principal	550,000	555,000	555,000	610,000	55,000
Lease Purchase Interest	1,202	830	799	754	(76)
Bond Interest	252,105	236,877	236,876	212,398	(24,479)
Bond Service Charges	1,800	2,750	0	2,000	(750)
Total	\$823,222	\$804,893	\$801,356	\$837,209	\$27,803

**Town of Warrenton
FY 2002 Budget**

Function:	Public Utilities
Fund:	Water & Sewer
Department:	Transfers & Reserves

Program Description

This department reflects the contributions from or to the Water & Sewer Fund from other Town Funds. Additionally, provisions for contingencies are included within this department if funded.

Manager's Message

Not Applicable.

Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Reserve for Contingencies	\$0	\$0	\$0	\$0	\$0
Transfers	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

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Cemetery Source of Revenue

Cemetery Fund revenues for FY 2002 total \$86,639.

Revenue Description:	Burial Permits
FY 2002 Estimate:	\$15,000

This line item is for user fees collected for opening and closing lots at the Town's Municipal Cemetery.

Estimates are generated based on historical data.

Revenue Description:	Revenue From Use of Property
FY 2002 Estimate:	\$20,000

All perpetual care receipts described below are invested according to the Town's investment policies in an effort to provide continued and quality maintenance to cemetery buildings and grounds. Interest and investment revenue fluctuates with the general economy and the level of Town's individual funds cash balance. The line item reflects a conservative history of estimating, a growing cash reserve balance and the projected stability or slight increase in interest and investment yields.

Revenue Description:	Miscellaneous Revenue
FY 2002 Estimate:	\$1,250

This category consists of revenues generated from the sale of cemetery lots from inventory and the related portion of the purchase price allocated to perpetual care.

Revenue Description:	Transfers
FY 2002 Estimate:	\$50,839

The Cemetery Fund is an enterprise fund that has not been able to cover costs without an annual transfer of funds from the General Fund. This line item reflects the funds transferred or contributed to the Cemetery Fund by the General Fund and continues to grow as cemetery revenues decline and maintenance costs increase.

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Function:	Cemetery Expenses
Fund:	Cemetery
Department:	Cemetery Expenses

Program Description

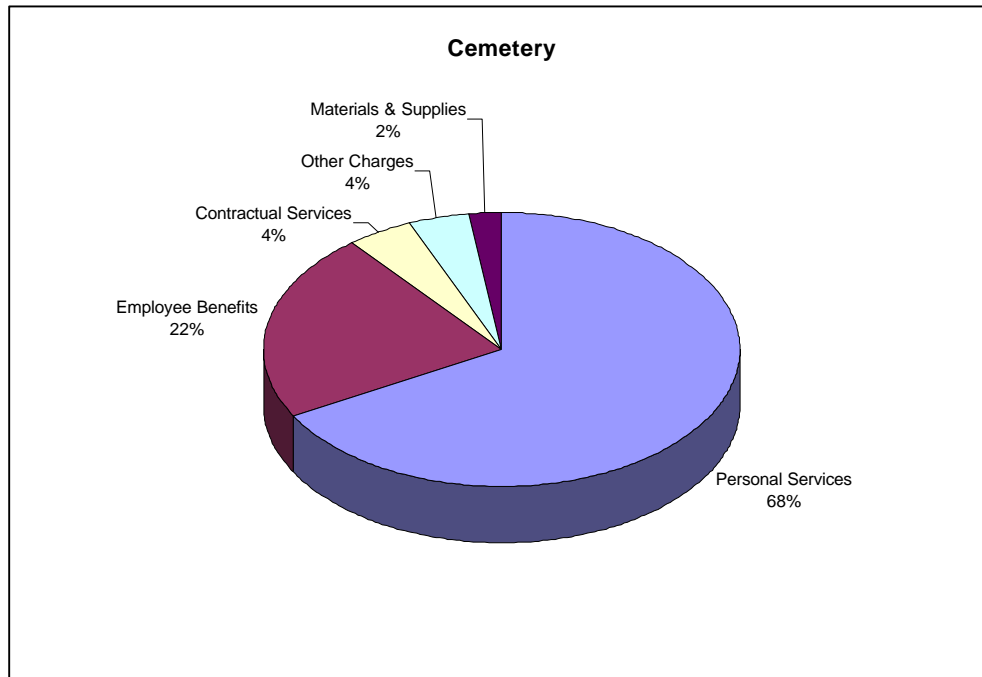
The Cemetery Fund was established as a proprietary fund to account for revenues and expenditures of the Town's 9+ acre municipal cemetery. As a proprietary or enterprise fund, the cemetery's goal is to have all operating expenditures covered by operating revenues and investment income.

Manager's Message

The Cemetery Fund is established to handle costs of operation and maintenance of the Town's historic nine-acre cemetery. The Cemetery Fund continues to be supplemented by revenues from the General Fund due to almost nonexistent income from sales of lots and services rendered (opening and closing of graves). As of December 2000, there were (0) 4 site sections, (0) 2 site sections, 0 single sites, and 37 cremation sites available for potential future income of \$18,790. While a Perpetual Care Fund is in place, past investment practices by the trustee resulted in relatively flat growth and while the Fund now holds \$426,118, which has been more aggressively invested by the Town, the funds are being held for care of the facility in the future after they have accrued interest and grown significantly. As noted, the Town has come to the end of the road in new revenues that may be expected from lot sales and while some revenues may be expected from opening and closing of sites, the General Fund, in the short term, will be depended upon more heavily to fund the level of care and maintenance that Warrentonians have come to expect. While privatization of services has been attempted in the past, it has not drawn significant interest and this year the expected transfer of General Fund dollars is \$50,389 to support operations.

The FY 2002 budget represents proposed expenditures of \$86,639, a decrease of \$3,433 or 3.8% over FY 2001. Expenditures in the budget are proposed to maintain services for care of the aging tree resources and to continue to treat the mature hemlocks against attacks of the Hemlock Woody Adelaide. Both programs are in response to a tree maintenance and replacement program developed at no cost to the Town by the Virginia Division of Forestry. In addition, an increase of \$1,000 is added to the budget in the "payments on contracts" line item for repairs to headstones damaged by vandals over the years and to expand an experimental weed treatment program on the most visible four-acre section of the cemetery, which is heavily infested with dandelions. The remainder of the budget remains a maintenance level budget.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$49,838	\$57,486	\$40,433	\$57,880	\$394
Employee Benefits	15,344	22,166	12,658	19,365	(2,801)
Contractual Services	935	2,864	7,210	3,864	1,000
Other Charges	5,340	4,977	1,476	3,572	(1,405)
Materials & Supplies	1,055	1,954	337	1,958	4
Capital Outlay	0	625	0	0	(625)
Total	\$72,512	\$90,072	\$62,114	\$86,639	(\$3,433)

Personnel Summary

Full Time	2.0	2.0	2.0	2.0	0.0
Part-Time	2.0	2.0	2.0	2.0	0.0
Total	4.0	4.0	4.0	4.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Caretaker	1.0
Laborer	1.0
Part-time Seasonal Laborer	0.5
Total Authorized FTE's	2.5

FY 2001 Departmental Accomplishments

- The Cemetery continues to be a centerpiece of the community's past. The thousands of visitors, family members and friends who come to the cemetery every year continue to give favorable comments on the condition of the grounds and actions of staff.
- Staff received no complaints concerning the appearance/care of the cemetery and no complaints concerning the actions of personnel during the year.
- Metal flower vases have been made available to the public for placing arrangements on the ground in front of the headstones and are being used on a limited basis in accordance with Council policy.
- Staff has been vigilant in trying to control additional permanent plantings in the cemetery which were prohibited by newly-adopted Council policy.
- An initial trial section of the cemetery was treated with a commercial fertilizer and weed control application during FY 2000. This effort was successful and expanded during 2001 to four high visibility acres. The treatment has been effective for dandelion eradication and the grounds appearance is improving.
- Grounds improvements included trimming and removal of several dead trees in the cemetery and removal of four dead hemlock trees along Keith Street. The remaining hemlocks were treated for the Woody Adelaide.
- Fifty-five (55) burials were carried out without problem.
- The condition/appearance of the cemetery was rated as "good to excellent" by 99% of the respondents of the annual citizen survey.

FY 2002 Departmental Goals

- To receive zero complaints concerning staff action/performance.
- Continue to maintain the grounds and access roads to the high standard which all citizens are proud of and have become accustomed to.

- Continue to work with the local forester and county agricultural extension service to improve the health of the trees in the cemetery.
- To reduce weed infestation in key areas of the cemetery.

Performance Measurement Plan

Statement of Purpose

To maintain the grounds and access roads to the high standard to which all citizens will be proud.

Program Inputs

FY 2001 Budget	\$86,639
FTE's	2.5

Program Effectiveness Measures

Performance Target: To receive zero complaints concerning staff action/performance

Monitor: Departmental event log.

FY 2000 Results: No complaints received. Continued to maintain the cemetery to high standards although experiencing personnel turnover.

FY 2001 Results: No complaints received to date. Continuing to maintain the cemetery to high standards although experiencing personnel turnover.

Performance Target: The condition of the cemetery shall rate in the “Good to Excellent” range by at least 70% of the respondents to a citizen-wide annual survey.

Monitor: Citizen survey results.

FY 2000 Results: 99% of respondents rated condition & appearance of the cemetery as “Good to excellent”.

FY 2001 Results: FY 2001 survey to be distributed by the end of May 2001.

Function:	Motor Pool Expenditures
Fund:	Motor Pool
Department:	Motor Pool Expenditures

Program Description

The Motor Pool Fund serves as an “internal services fund” and is independent of other funds of the Town. As such, the motor pool staff has responsibility for costs of operation and maintenance of all Town vehicles and pieces of equipment (192 total, ranging from police cars to refuse trucks to backhoes, chain saws and weed eaters). Revenues to support the fund are derived from “charges” assigned to various Town departments and budgets for operation and maintenance of Town vehicles and equipment.

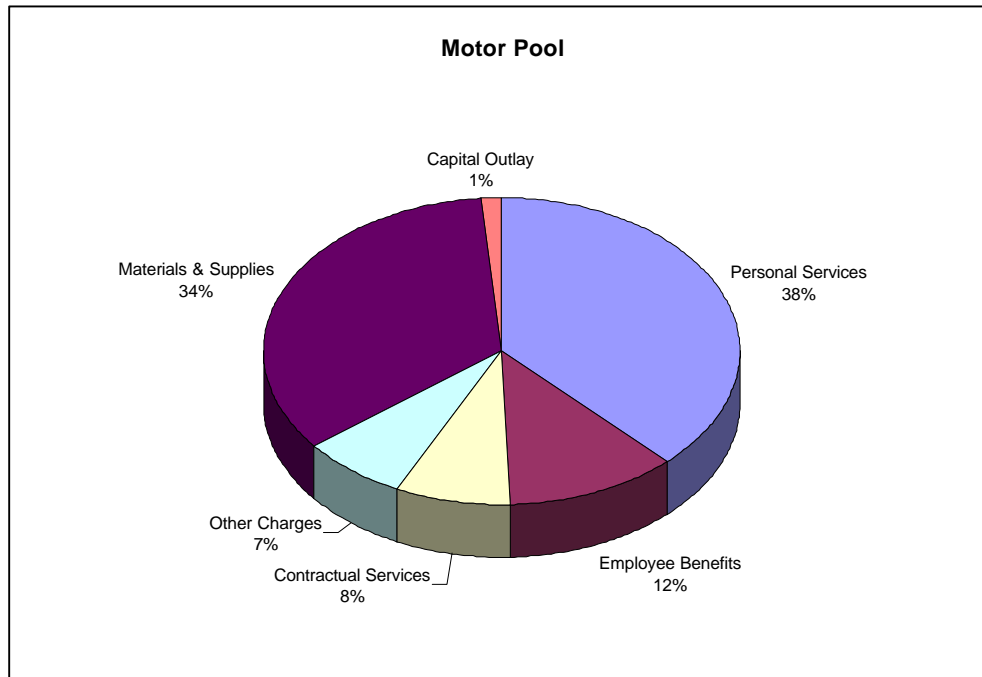
Manager’s Message

The FY 2002 budget for the Motor Pool is \$325,227, an increase of \$24,194 over the current fiscal year. The major increase is fuel costs, which began to climb after the current fiscal year was underway and without warning, and increased maintenance costs for equipment that are being used more heavily by staff in a wide range of projects.

Other increases in the proposed budget include an additional \$1,500 in overtime costs to accommodate increasing overtime for repairs by mechanics. At the present time about two hundred hours of overtime is budgeted for the department and with the number of mechanics decreased from four to three two years ago and the increasing volume of work, adequately funding overtime in this area is less expensive than adding full-time staff.

Other increases include contractual repairs where specialized repairs for heavy equipment costs are projected to increase due to the age of equipment and in “repair parts” due to the aging of the fleet as well.

FY 2002 Appropriations At A Glance



Expenditure Summary

	Actual FY2000	Revised Budget FY2001	Actual 10 Months FY2001	Adopted Budget FY2002	Change
Personal Services	\$106,618	\$116,128	\$91,012	\$122,725	\$6,597
Employee Benefits	30,431	38,462	30,854	38,465	3
Contractual Services	22,837	19,728	35,933	24,728	5,000
Other Charges	18,025	24,700	20,339	23,700	(1,000)
Materials & Supplies	104,841	100,200	89,377	110,959	10,759
Capital Outlay	3,187	1,815	1,331	4,650	2,835
Total	\$285,939	\$301,033	\$268,846	\$325,227	\$24,194

Personnel Summary

Full Time	3.0	3.0	3.0	3.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

FY 2002 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Chief Automotive Mechanic	1.0
Automotive Mechanic	2.0
Total Authorized FTE's	3.0

FY 2001 Departmental Accomplishments

- Except for fuel and oil expenses, which have doubled due to increases in market pricing, the operation of the motor pool remains within budget and on track to meet the year-end objective for the fifth year in a row.
- Assigned vehicle operators continue to accept more responsibility for making minor repairs to equipment, which previously were referred to mechanics, especially now that the section maintains a reduced level of three (3) mechanics.
- Overall equipment readiness has remained high with no project or emergency repairs being delayed or contracted out due to lack of available equipment.

FY 2002 Departmental Goals

- To continue to operate within budget for the year and not be off by more than ten percent (10%) from the budget schedule at any one point during the year.
- To continue to provide high quality maintenance service to staff and Police Department fleets.
- To provide and maintain a safe work environment with no lost-time accidents.
- Equipment and vehicle services will be performed within two weeks of their calendar or mileage due dates.

Performance Measurement Plan***Statement of Purpose***

To maintain and repair Town equipment and vehicles in a safe and efficient manner.

Program Inputs

FY 2001 Budget	\$325,227
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FY 2001 Budget	\$325,227
FTE's	3.0

Program Effectiveness Measures

Performance Target: At year-end be within the approved budget and not more than 10% out of budget at any time during the year.

Monitor: Departmental equipment log.

FY 2000 Results: To be determined.

FY 2001 Results: At the 2 month remaining mark for the fiscal year the Motor Pool Budget is at 10.47% which is out of the standard and most likely be out of the standard by the end of the year. This is due to higher than normal expenditures for fuel (which the price has risen over 100% since the beginning of the budget year) and a higher incidence of contractual repair needed due to increase equipment usage for projects. The backhoes, skid loader and street sweeper had incurred expensive repairs this past year, due to their age and high demand use.

Performance Target: Maintain a 95% daily operational ready rate for the 75 key vehicles and pieces of equipment that are used daily and are critical for the servicing of the community (licensed vehicles, construction equipment, and police cars).

Monitor: Departmental equipment log.

FY 2000 Results: Vehicle operability has remained high with no projects or services delayed due to equipment not being available due to maintenance.

FY 2001 Results: Vehicle operability has remained high with no projects or services delayed due to equipment not being available due to maintenance. This is noteworthy considering the project intensive first half of the year with 3 parking lots constructed, the Main Street & Waterloo waterline project and support for sewer line rehabilitation by replacing manholes in conjunction with routine maintenance of Town facilities.

Performance Target: A safe work environment will be provided with no lost time accidents.

Monitor: Departmental equipment log.

FY 2000 Results: Two accidents were experienced with a sprained elbow and strained knee, but no time was lost.

FY 2001 Results: No claims reported to date.

**Town of Warrenton, Virginia
Debt Administration**

Long-Term Debt

PRIMARY GOVERNMENT:

Annual requirements for the retirement of long-term debt are as follows:

June 30,	General Long-Term Debt		Enterprise Funds			
	Capital Leases		General Obligation Bonds		Capital Leases	
	Principal	Interest	Principal	Interest	Principal	Interest
2002	58,936	6,075	610,000	212,398	12,087	743
2003	63,633	2,278	615,000	185,905	4,749	321
2004	10,180	412	620,000	158,425	3,745	81
2005	-	-	620,000	129,905	-	-
2006	-	-	630,000	98,955	-	-
2007	-	-	645,000	65,160	-	-
2008	-	-	415,000	36,332	-	-
2009	-	-	445,000	12,460	-	-
Total	\$132,749	\$8,765	\$4,600,000	\$899,540	\$20,581	\$1,145

Details of Long-term Indebtedness:

General Long-term Debt:

General Fund general obligation bonds:

None

Capital Leases:

\$35,431 issued 03/01/01, due in 36 monthly installments of \$1,063 beginning on 04/01/01 through 03/01/2004. The General Fund is funding 60% of the purchase of an IBM AS/400e. Balance outstanding June 30, 2001 \$12,793

\$160,000 issued 07/07/2000, due in 36 monthly installments of \$4,855 beginning early in FY 2001 through FY 2004. The General Fund is purchasing 6 fully equipped police cruisers. Balance outstanding June 30, 114,045

2001	
Total general long-term debt.....	\$126,838

Enterprise Funds:

Water & Sewer general obligation bonds:

\$6,500,000 issued April 1, 1993, due in annual installments varying from \$85,000 to \$645,000 due September 1, 2008, interest rates from 2.5% to 5.6%. Balance outstanding June 30, 2001	\$4,600,000
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Capital Leases:

\$19,405 issued March 6, 2000, due in 24 monthly installments of \$859 beginning April 6, 2001 through March 6, 2002. The Water & Sewer fund is purchasing a 2000 Dodge Dakota Pickup. Balance outstanding June 30, 2001	\$7,543
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\$35,431 issued 03/01/01, due in 36 monthly installments of \$1,063 beginning on 04/01/01 through 03/01/2004. The Water & Sewer Fund is funding 40% of the purchase of an IBM AS/400e. Balance outstanding June 30, 2001	\$8,528
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Total enterprise fund long-term debt	\$4,616,071
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Total long-term debt	\$4,742,909
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Debt Limit

Pursuant to the Constitution of Virginia and the Public Finance Act, a town in Virginia is authorized to issue bonds and notes secured by a pledge of its full faith and credit. The Constitution and the Public Finance Act also limit the indebtedness that may be incurred by towns. The limit is 10% of the assessed valuation of real estate subject to local taxation. Enterprise Fund obligations are not included in the computation of legal debt margin as they are backed by the receipts generated by the source of revenue in the fund.

Statement of Indebtedness as of June 30, 2001

Leases	\$142,909
Water & Sewer General Obligation Bonds.....	\$4,600,000
Total Debt	\$4,742,909

Legal Debt Margin

Based on Assessed
Valuation as of
January 1, 2001

Total Assessed Value of Real Estate	\$518,185,100
Legal Debt Limit - 10% of Total Assessed Value of Real Estate	\$51,818,510
Less Existing Bonded Debt Subject to Limitation	\$0
Legal Margin for Creation of Additional Debt	\$51,818,510

Relationship Between Current Debt & Legal Debt Limit

As noted above, all bonded debt is an obligation of the Water & Sewer Fund - an enterprise fund. The above legal margin for creation of additional debt indicates the maximum debt, subject to the legal limitation, the Town can incur as of January 1, 2001.

Existing Debt - Current & Future Operations

The annual commitment the Town currently has with regard to General Obligation Debt is scheduled above. Total general fund debt service payments, in place as of June 30, 2001, due in FY 2002 account for 8.8% of General Fund appropriations. Debt service interest and penalty payments continue through FY 2009 and are to be funded in advance of water & sewer capital outlay during these periods.

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**Town of Warrenton
Position Roster & Salary Scale
FY 2002**

Grade	Position Title	Salary Range 07/01/2001
2	Laborer Cemetery Caretaker	\$19,906-30,930
3	Secretary I Motor Equipment Operator I Receptions/Records Clerk Utility Worker Meter Reader	\$20,904-32,490
5	Account Clerk Parking Enforcement Officer Secretary II	\$23,067-35,818
6	Motor Equipment Operator II Building Maintenance Mechanic Water & Wastewater Plant Mechanic Equipment Operator - Utilities	\$24,211-37,586
7	Water & Wastewater Plant Operator B	\$25,438-39,458
8	Firefighter	\$30,022-46,589
9	Senior Account Clerk Police Officer Crew Supervisor Operator/Lab Technician Automotive Mechanic Meter Reader Supervisor	\$28,038-43,514
10	Water/Wastewater Plant Technician Community Development Assistant	\$29,494-45,677
11	Police Corporal Chief Automotive Mechanic Water & Wastewater Plant Operator A	\$30,930-47,965
12	Public Utilities Technician Zoning Inspector Construction Inspector	\$32,490-50,357
13	Police Sergeant	\$34,112-52,894
14	Executive Secretary/Town Recorder Sr Construction Inspector/Building Official	\$35,818-55,515
16	Public Utilities Superintendent Public Works/Public Utilities Project Engineer	\$39,458-61,214
17	Water/Wastewater Treatment Superintendent	\$41,413-63,232
18	Deputy Finance Director Public Works Superintendent Police Lieutenant	\$43,514-67,475
22	Finance / Human Resources Director Economic Development Director Planning & Community Development Director Police Chief	\$52,894-82,035
23	Public Works & Utilities Director	\$55,515-86,154

**Authorized Positions
FY 2001**

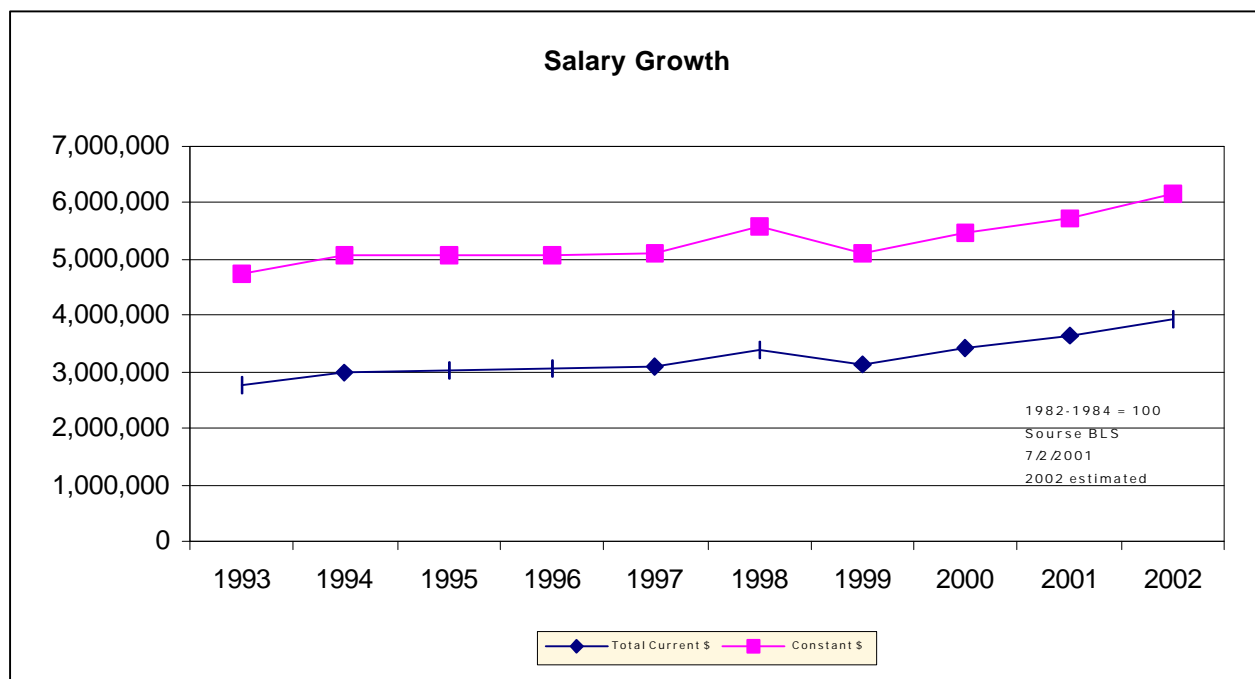
Grade	Position Title	FY 2000	FY 2001	FY 2002
2	Laborer Cemetery Caretaker	8 1	8 1	8 1
3	Secretary I Parking Enforcement Officer Motor Equipment Operator I Receptionist/Records Clerk Utility Worker Meter Reader	2 1 8 1 3 2	2 1 8 1 3 2	2 0 8 1 3 2
5	Account Clerk Parking Enforcement Officer Secretary II	5 0 3	5 0 3	3 1 3
6	Motor Equipment Operator II Building Maintenance Mechanic Water/Wastewater Plant Mechanic Equipment Operator – Utilities	2 1 1 2	2 1 1 2	2 1 1 2
7	Water & Wastewater Operator B	4	4	2
8	Firefighter	1	1	1
9	Senior Account Clerk Police Officer Crew Supervisor Operator/Lab Technician Automotive Mechanic Meter Reading Supervisor	0 7 5 1 2 1	0 7 5 1 2 1	2 7 5 1 2 1
10	Water/Wastewater Plant Technician Community Development Assistant	1 1	1 1	1 1
11	Police Corporal Chief Automotive Mechanic Water & Wastewater Operator A	6 1 8	6 1 7	6 1 7
12	Public Utilities Technician Zoning Inspector Construction Inspector	1 1 1	1 1 1	1 1 1
13	Police Sergeant Executive Secretary/Town Recorder	6 1	6 1	6 1
14	Senior Construction Inspector/Building Official	1	1	1

Grade	Position Title	FY 2000	FY 2001	FY 2002
16	Public Utilities Superintendent	1	1	1
	Public Works/Public Utilities Project Engineer	1	1	1
17	Water/Wastewater Treatment Superintendent	1	1	1
18	Deputy Finance Director	1	1	1
	Public Works Superintendent	1	1	1
	Police Lieutenant	1	1	1
22	Finance/Human Resources Director	1	1	1
	Economic Development Director	1	1	1
	Planning & Community Development Director	1	1	1
	Police Chief	1	1	1
23	Public Works & Utilities Director	1	1	1
	Total Full Time Employees	100	97	97
	Employees per 1,000 Population (Estimated FY 2002 Population 6,760)	17.2	15.2	14.4

Ten-Year Salary Growth

Fiscal Year	Actual Wages Paid	Authorized Positions July 1	% Salary Increase Over Prior Year	COLA Awarded	Merit Received
2002 ¹	\$3,946,075	97	3.3%	2.5%	0-5%
2001 ²	\$3,630,930	97	6.0%	2.5%	0-5%
2000 ³	\$3,424,505	100	8.7%	1.5%	0
1999	\$3,148,992	103	(7.3%)	1.75%	0-5%
1998	\$3,396,639	103	9.5%	2.0%	0-5%
1997	\$3,103,238	100	1.84%	2.0%	0-5%
1996	\$3,047,180	99	.87%	2.25%	0-5%
1995	\$3,020,778	101	1.59%	2.25%	0-5%
1994	\$2,973,624	101	7.55%	2.0%	0-5%
1993	\$2,764,934	99	10.42%	2.0%	0-5%

Ten Year Salary Growth – Actual & Adjusted for Inflation



TOWN OF WARRENTON, VIRGINIA
GENERAL FUND REVENUE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
11000 GENERAL PROPERTY TAXES							
11010-0101 Real Estate Taxes	\$718,806	\$643,000	\$611,130	\$548,396	\$279,699	\$249,140	(\$299,256)
11010-0105 Delinquent Taxes	22,283	30,000	60,138	30,000	41,534	15,000	(15,000)
11020-0102 Public Service Taxes	34,687	32,000	18,692	20,000	7,258	20,000	0
11030-0103 Personal Property Taxes	828,005	751,000	729,835	749,000	699,222	330,284	(418,716)
11060-0001 Penalties - Delinquent Taxes	22,741	24,000	23,002	24,000	20,078	24,000	0
11060-0002 Interest - Delinquent Taxes	16,904	20,000	19,341	20,000	10,598	20,000	0
Total General Property Tax	<u>\$1,643,426</u>	<u>\$1,500,000</u>	<u>\$1,462,138</u>	<u>\$1,391,396</u>	<u>\$1,058,389</u>	<u>\$658,424</u>	<u>(\$732,972)</u>
12000 OTHER LOCAL TAXES							
12010-0001 Local Sales Tax	\$206,139	\$175,000	\$244,592	\$197,500	\$158,908	\$238,000	\$40,500
12020-0001 Electrical Utility Tax	244,908	225,000	237,300	245,000	143,228	245,500	500
12020-0002 Natural Gas Utility Tax	87,465	104,000	85,046	104,000	72,076	95,000	(9,000)
12020-0003 Telephone Utility Tax	308,918	265,000	357,868	300,000	408,146	351,000	51,000
12030-0001 Business License Tax	802,612	595,000	750,026	550,008	259,669	644,298	94,290
12040-0001 Franchise Fee - Utilites	91,588	85,000	84,867	90,000	96,834	90,000	0
12050-0001 Motor Vehicle Licenses	110,116	95,000	118,153	100,000	123,197	105,500	5,500
12060-0001 Bank Franchise Taxes	345,396	290,000	340,096	340,000	0	340,000	0
12070-0001 Meals Tax	952,222	800,000	977,125	843,577	742,408	931,604	88,027
12080-0001 Cigarette Tax	233,690	215,000	229,349	225,000	163,144	225,000	0
12100-0001 Transient Occupancy Tax	99,342	90,000	125,939	95,000	82,577	107,000	12,000
Total Other Local Taxes	<u>\$3,482,396</u>	<u>\$2,939,000</u>	<u>\$3,550,361</u>	<u>\$3,090,085</u>	<u>\$2,250,187</u>	<u>\$3,372,902</u>	<u>\$282,817</u>
13000 PERMITS, FEES & LICENSES							
13030-0007 Subdivision Fees	\$3,110	\$2,000	\$1,520	\$2,000	\$30,040	\$2,000	\$0
13030-0008 Building Permits	64,598	45,000	55,595	45,000	129,034	61,000	16,000
13030-0009 Zoning Permits	4,125	3,000	5,025	3,000	4,400	4,000	1,000
13030-0010 Electrical Permits	2,098	1,400	1,338	1,500	1,592	1,500	0
13030-0019 Sign Permits	2,028	3,000	1,694	3,000	2,174	2,000	(1,000)
13030-0023 Certificate of Occupancy Permits	5,576	3,000	4,798	4,000	3,550	4,500	500
13030-0031 Taxi Driver Permits	135	100	75	100	135	100	0
13030-0032 Zoning Fees	2,150	1,000	950	1,000	1,000	1,000	0
13030-0035 Zoning Appeals Fees	500	300	300	300	1,000	300	0
13030-0036 Rezoning Fees	2,125	3,000	0	3,000	4,029	3,000	0
13030-0037 Site Development Fees	19,500	15,000	61,285	15,000	51,637	20,000	5,000
13030-0038 Review & Inspection Fees	2,248	7,000	719	5,000	1,723	4,000	(1,000)
13030-0041 Utility Construction Permits	1,130	1,000	1,110	1,000	1,110	1,000	0
13030-0042 Court Recovery Fees	20	30	53	10	3,821	10	0
Total Permits, Fees & Licenses	<u>\$109,343</u>	<u>\$84,830</u>	<u>\$134,462</u>	<u>\$83,910</u>	<u>\$235,245</u>	<u>\$104,410</u>	<u>\$20,500</u>

14000	FINES & FORFEITURES							
14010-0001	Court Fines & Forfeitures	\$88,479	\$60,000	\$89,295	\$65,000	\$42,527	\$75,000	\$10,000
14010-0002	Parking Fines	18,463	16,000	15,210	16,000	11,515	15,000	(1,000)
	Total Fines & Forfeitures	<u>\$106,942</u>	<u>\$76,000</u>	<u>\$104,505</u>	<u>\$81,000</u>	<u>\$54,042</u>	<u>\$90,000</u>	<u>\$9,000</u>
15000	REVENUE USE OF MONEY/PROPERTY							
15010-0001	Interest Revenue	\$300,789	\$195,000	\$292,279	\$250,000	\$307,925	\$188,983	(\$61,017)
15020-0001	Rental Income	1,500	1,200	300	3,367	3,441	3,300	(67)
	Total Revenue Use of Money/Prop	<u>\$302,289</u>	<u>\$196,200</u>	<u>\$292,579</u>	<u>\$253,367</u>	<u>\$311,366</u>	<u>\$192,283</u>	<u>(\$61,084)</u>
18000	MISCELLANEOUS REVENUE							
18030-0001	Recoveries & Rebates	\$23,527	\$30,000	\$25,004	\$25,000	\$35,479	\$25,000	\$0
18990-0001	Miscellaneous Revenue	3,946	2,500	3,012	2,500	9,619	2,750	250
18990-0004	Sale of Printed Material	1,687	1,500	2,055	1,500	1,423	1,500	0
18990-0005	Sale of Materials & Supplies	49	300	775	300	1,441	500	200
18990-0006	Sale of Salvage & Junk	9,673	5,000	935	5,000	503	5,000	0
18990-0013	Sale of Plastic Bags	4,378	5,000	4,310	5,000	3,750	4,300	(700)
18990-0014	Recycling Income	3,291	4,000	7,490	3,000	6,380	7,000	4,000
18990-0016	Telephone Commissions	712	775	558	775	289	700	(75)
18990-0041	Fire & Rescue Proffers	7,872	9,216	10,128	9,216	14,496	13,440	4,224
18990-0043	Highland Road Maintenance Proffers	3,000	0	25,000	0	25,000	0	0
18990-0044	Proffers - General	0	0	0	0	15,360	0	0
18990-0051	Donations	2,090	0	37,807	0	1,296	0	0
18990-0053	Bike Virginia Donations			0	0	3,000	0	0
18990-0054	Sale of Real Property	0	0	82,000	0	798,097	0	0
	Total Miscellaneous Revenue	<u>\$60,225</u>	<u>\$58,291</u>	<u>\$199,074</u>	<u>\$52,291</u>	<u>\$916,133</u>	<u>\$60,190</u>	<u>\$7,899</u>
22000	NON-CATEGORICAL AID							
22010-0001	A.B.C. Profits	\$14,378	\$19,000	\$15,346	\$19,218	\$17,906	\$19,000	(\$218)
22010-0002	Wine Tax	0	0	7,538	0	0	0	0
22010-0003	Motor Vehicle Rental Tax	39,295	25,000	68,103	35,000	52,763	50,000	15,000
22010-0008	Rolling Stock Tax	95	120	65	0	65	65	65
22010-0010	PPTRA Revenue	0	0	135,406	0	260,077	499,681	499,681
	Total Non-Categorical Aid	<u>\$53,768</u>	<u>\$44,120</u>	<u>\$226,458</u>	<u>\$54,218</u>	<u>\$330,811</u>	<u>\$568,746</u>	<u>\$514,528</u>
24000	CATEGORICAL AID							
24040-0001	DJCP Law Enforcement Grant	\$62,988	\$112,331	\$112,453	\$153,742	\$110,121	\$155,875	\$2,133
24040-0006	Street & Highway Maintenance	651,338	656,081	680,318	680,318	530,705	726,546	46,228
24040-0007	Little Control	0	2,200	2,503	2,200	2,692	2,500	300
24040-0012	Distribution of Fire Programs	6,541	6,900	6,413	6,900	7,076	7,000	100
24040-0014	Virginia Commission for the Arts	4,750	5,000	5,000	5,000	5,000	5,000	0
24040-0017	Health Grant	15,320	0	7,173	0	0	0	0
24040-0019	Loudoun Transit	0	0	109,165	0	37,038	80,000	80,000
24040-0099	Miscellaneous Grants	7,099	13,600	5,739	13,600	4,656	19,000	5,400
	Total Categorical Aid	<u>\$748,036</u>	<u>\$796,112</u>	<u>\$928,764</u>	<u>\$861,760</u>	<u>\$697,288</u>	<u>\$995,921</u>	<u>\$134,161</u>
33030	REVENUE FROM FEDERAL GOV'T							
33030-0001	Transportation Safety	\$3,600	\$0	\$1,910	\$0	\$0	\$0	\$0
	Sexual Assault Incentive Grant	0	0	20,938	0	0	0	0
	Total Revenue from Federal Gov't	<u>\$3,600</u>	<u>\$0</u>	<u>\$22,848</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

41050 NON-REVENUE RECEIPTS

41050-9998 Transfers from Reserves

Total Non-Revenue Receipts

\$0	\$124,246	\$0	\$0	\$0	\$0	
\$0	\$124,246	\$0	\$0	\$0	\$0	\$0

TOTAL GENERAL FUND

\$6,510,025	\$5,818,799	\$6,921,189	\$5,868,027	\$5,853,461	\$6,042,876	\$174,849
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¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
GENERAL FUND EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
11000 LEGISLATIVE DEPARTMENT							
11010- 1101 Salary - Mayor	\$4,800	\$4,800	\$4,800	\$4,800	\$4,000	\$4,800	\$0
11010- 1102 Salaries - Council	16,800	16,800	16,961	16,800	14,000	16,800	0
11010- 1103 Salary - Recorder	22,922	24,475	24,925	26,564	20,916	27,758	1,194
11010- 1300 Wages & Extra Help	2,094	2,000	1,856	2,000	3,053	2,000	0
11010- 2100 FICA Expense	3,476	3,678	3,602	3,837	3,139	3,928	91
11010- 2210 Retirement	2,508	2,841	2,842	3,262	2,393	3,356	94
11010- 2300 Health Insurance	6,503	6,559	6,517	6,886	5,253	5,874	(1,012)
11010- 2400 Life Insurance	0	176	0	213	158	222	9
11010- 2700 Workers' Compensation	29	30	23	30	29	30	0
11010- 2830 ICMA Contribution	0	0	0	50	0	2,776	2,726
11010- 2899 Miscellaneous Benefits	317	540	341	540	48	540	0
11010- 3100 Professional Services	750	43,000	2,376	3,000	1,336	2,500	(500)
11010- 3320 Maintenance Contracts	382	200	930	560	930	930	370
11010- 3500 Printing	5,411	6,615	6,352	6,615	6,582	6,615	0
11010- 3600 Advertising	2,069	1,000	1,221	1,000	871	1,200	200
11010- 3901 Microfilm Records	536	3,500	3,362	3,000	1,475	2,000	(1,000)
11010- 5210 Postage	2,156	2,400	1,955	2,400	1,987	2,600	200
11010- 5230 Communication	725	900	638	900	399	800	(100)
11010- 5306 Surety Bond	14	36	16	36	11	30	(6)
11010- 5307 Public Official Liability Insurance	542	600	401	600	364	550	(50)
11010- 5308 General Liability Insurance	19	20	20	20	22	20	0
11010- 5410 Lease of Equipment	647	800	1,152	800	864	1,152	352
11010- 5510 Travel	8,783	8,500	8,159	8,700	5,569	7,700	(1,000)
11010- 5540 Training	338	600	210	600	45	600	0
11010- 5810 Membership & Dues	130	135	110	135	140	135	0
11010- 5890 Public Relations	43	500	120	500	0	500	0
11010- 6001 Office Supplies	3,048	1,500	1,875	1,500	1,502	1,750	250
11010- 8202 Furniture & Fixtures	150	150	0	150	88	150	0
Total Legislative Department	\$85,192	\$132,355	\$90,764	\$95,498	\$75,174	\$97,316	\$1,818

GENERAL & FINANCIAL ADMINISTRATION

12110 EXECUTIVE DEPARTMENT							
12110- 1101 Salary - Town Manager	\$73,029	\$74,314	\$76,824	\$77,314	\$60,972	\$79,242	\$1,928
12110- 1102 Salary - Executive Secretary	22,919	24,475	24,933	26,564	20,805	27,758	1,194
12110- 1300 Wages & Extra Help	2,069	1,000	2,025	1,000	1,330	2,000	1,000
12110- 2100 FICA Expense	7,473	7,513	7,678	6,772	5,959	7,198	426
12110- 2210 Retirement	12,520	11,469	11,674	12,756	9,403	12,936	180
12110- 2300 Health Insurance	8,627	9,004	8,955	9,453	7,370	8,567	(886)
12110- 2400 Life Insurance	2,390	2,331	2,390	2,127	2,607	2,152	25

12110- 2700 Workers' Compensation	163	170	131	170	165	170	0
12110- 2830 ICMA Contribution	7,272	5,035	6,478	5,176	5,156	5,176	0
12110- 2840 Car Allowance	4,200	4,200	4,200	3,360	2,800	4,200	840
12110- 2880 Fitness Program	346	432	346	432	259	290	(142)
12110- 2899 Miscellaneous Benefits	95	810	113	810	42	810	0
12110- 3100 Professional Services	0	0	0	0	43	0	0
12110- 3200 Temporary Help Services	0	0	306	400	0	300	(100)
12110- 3310 Contractual Repairs/Maintenance	157	150	36	150	0	150	0
12110- 3320 Maintenance Contracts	382	120	930	560	930	930	370
12110- 3500 Printing	0	100	196	100	0	100	0
12110- 3600 Advertising	0	150	0	0	0	0	0
12110- 5210 Postage	202	500	266	500	209	400	(100)
12110- 5230 Communication	798	1,000	727	1,000	669	900	(100)
12110- 5306 Surety Bond	71	180	82	150	47	100	(50)
12110- 5307 Public Official Liability Insurance	478	500	334	500	303	400	(100)
12110- 5308 General Liability Insurance	28	30	30	30	32	30	0
12110- 5410 Lease of Equipment	849	970	1,350	1,080	860	1,152	72
12110- 5510 Travel	2,441	4,000	2,715	4,000	3,566	3,600	(400)
12110- 5540 Training	500	600	335	600	1,048	600	0
12110- 5810 Membership & Dues	1,511	1,500	1,514	1,600	1,507	1,514	(86)
12110- 6001 Office Supplies	315	500	381	500	545	500	0
12110- 6012 Subscriptions	1,431	900	1,538	900	1,197	1,000	100
12110- 8202 Furniture & Fixtures	172	500	0	500	88	500	0
Total Executive Department	\$150,438	\$152,453	\$156,487	\$158,504	\$127,912	\$162,675	\$4,171

12210 LEGAL SERVICES							
12210- 1101 Salary - Town Attorney	\$2,400	\$2,400	\$2,400	\$2,400	\$2,000	\$2,400	\$0
12210- 2100 FICA Expense	184	190	184	190	153	190	0
12210- 3100 Professional Services	159,380	85,000	156,217	100,000	96,506	100,000	0
12210- 5308 General Liability Insurance	28	30	30	30	32	100	70
12210- 5510 Travel	154	500	838	500	310	450	(50)
12210- 5810 Membership & Dues	250	250	250	250	250	250	0
12210- 6012 Subscriptions	20	200	0	200	46	200	0
Total Legal Services	\$162,416	\$88,570	\$159,919	\$103,570	\$99,297	\$103,590	\$20

12420 FINANCE							
12420- 1101 Salary - Finance/Personnel Director	\$57,947	\$60,647	\$61,763	\$64,882	\$50,907	\$68,258	\$3,376
12420- 1102 Salary - Deputy Finance Director	38,038	40,009	40,740	44,171	34,751	47,087	2,916
12420- 1104 Salary - Accounting Clerks	62,996	67,775	63,300	72,623	43,835	73,544	921
12420- 1300 Wages & Extra Help	4,647	6,000	5,457	6,000	6,655	6,000	0
12420- 2100 FICA Expense	15,456	13,344	16,298	14,045	13,067	14,608	563
12420- 2210 Retirement	20,677	19,555	19,149	22,309	13,706	22,837	528
12420- 2300 Health Insurance	16,636	16,797	20,810	17,319	15,455	20,305	2,986
12420- 2400 Life Insurance	0	1,213	0	3,454	1,066	1,511	(1,943)
12420- 2700 Workers' Compensation	264	275	212	275	267	275	0
12420- 2830 ICMA Contribution	2,892	0	0	0	0	3,227	3,227
12420- 2850 Employee Incentive Program	840	4,000	348	3,000	995	3,000	0
12420- 2880 Fitness Program	302	432	302	432	238	290	(142)
12420- 2899 Miscellaneous Benefits	339	360	387	360	4,544	360	0

12420- 3100 Professional Services	741	1,000	10,350	1,000	2,655	1,000	0
12420- 3120 Independent Auditors	11,000	11,500	11,500	12,000	12,000	12,500	500
12420- 3150 Recording Costs	601	750	124	750	678	750	0
12420- 3310 Contractual Repairs/Maintenance	0	500	324	500	1,344	500	0
12420- 3320 Maintenance Contracts	0	0	0	0	0	0	0
12420- 3500 Printing	2,209	8,500	7,635	8,804	4,551	9,300	496
12420- 3600 Advertising	2,301	2,000	3,491	2,400	1,749	2,400	0
12420- 3901 Microfilm Records	0	0	0	0	0	0	0
12420- 5210 Postage	7,812	6,900	11,034	7,000	6,826	7,300	300
12420- 5230 Communication	3,002	4,000	3,015	4,000	1,919	4,000	0
12420- 5306 Surety Bond	1,831	1,800	1,582	1,260	1,072	1,260	0
12420- 5307 Public Official Liability Insurance	478	840	562	840	509	840	0
12420- 5308 General Liability Insurance	57	60	59	60	64	60	0
12420- 5510 Travel	293	2,000	1,099	1,400	219	1,100	(300)
12420- 5540 Training	1,659	1,500	1,291	1,500	291	1,400	(100)
12420- 5810 Membership & Dues	1,082	600	1,071	600	508	600	0
12420- 6001 Office Supplies	2,717	5,500	2,822	5,500	2,492	5,000	(500)
12420- 6012 Subscriptions	3,388	1,100	2,049	770	2,141	2,000	1,230
12420- 6021 Motor Vehicle Licenses	1,428	1,100	1,085	1,100	1,207	1,300	200
12420- 6022 Service Charges	2,046	1,100	3,513	1,750	1,474	2,500	750
12420- 8202 Furniture & Fixtures	2,381	1,000	1,519	1,000	268	750	(250)
Total Finance Department	\$266,060	\$282,157	\$292,891	\$301,104	\$227,453	\$315,862	\$14,758

12600 MEMBERSHIPS & DUES							
12600- 5811 Virginia Municipal League	\$2,673	\$2,673	\$2,806	\$2,806	\$2,436	\$2,806	\$0
12600- 5812 Virginia Innovation Group	750	750	750	750	750	750	0
12600- 5813 Virginia Institute of Government	0	500	0	500	0	500	0
Total Memberships & Dues	\$3,423	\$3,923	\$3,556	\$4,056	\$3,186	\$4,056	\$0

12700 DATA PROCESSING							
12700- 1102 Wages & Extra Help	\$7,667	\$4,500	\$4,328	\$5,000	\$1,039	\$5,000	\$0
12700- 2100 FICA Expense	675	344	401	382	104	382	0
12700- 3100 Professional Services	13,456	51,000	32,242	35,604	31,352	66,962	31,358
12700- 3310 Contractual Repairs/Maintenance	0	1,200	0	1,200	43	1,200	0
12700- 3320 Maintenance Contracts	5,183	6,426	8,206	6,450	5,204	8,580	2,130
12700- 5230 Communication	1,950	2,520	2,709	3,840	2,485	3,840	0
12700- 5510 Travel	0	500	0	500	0	400	(100)
12700- 5540 Training	877	4,400	285	4,400	1,609	4,000	(400)
12700- 6001 Office Supplies	3,156	1,400	2,110	1,400	1,267	1,400	0
12700- 6012 Subscriptions	64	1,000	458	1,000	374	800	(200)
12700- 8207 Data Processing Equipment	38,053	24,850	27,006	31,980	31,367	26,690	(5,290)
Total Data Processing	\$71,081	\$98,140	\$77,745	\$91,756	\$74,844	\$119,254	\$27,498

13100 ELECTORAL BOARD & OFFICIALS							
13100- 1100 Election Officials	\$0	\$1,950	\$3,075	\$0	\$0	\$3,100	\$3,100
13100- 5410 Lease of Voting Machines	0	550	455	0	0	500	500
13100- 5420 Lease of Buildings	0	150	150	0	0	150	150

13100- 6001 Office Supplies	0	1,250	1,135	0	0	1,200	1,200
Total Electoral Board & Officials	\$0	\$3,900	\$4,815	\$0	\$0	\$4,950	\$4,950
 TOTAL GEN & FINANCIAL ADMIN	 \$653,418	 \$629,143	 \$695,413	 \$658,990	 \$532,692	 \$710,387	 \$51,397
 PUBLIC SAFETY							
 31100 POLICE DEPARTMENT							
31100- 1101 Salary - Chief Of Police	\$64,531	\$67,886	\$51,120	\$63,550	\$49,347	\$67,854	\$4,304
31100- 1102 Salary - Lieutenant	42,150	45,250	47,872	48,415	37,671	51,612	3,197
31100- 1103 Salary - Secretary	62,924	64,878	67,101	71,884	55,684	71,323	(561)
31100- 1104 Salary - Sergeants	342,011	220,440	224,503	233,194	189,158	266,775	33,581
31100- 1105 Salary - Patrolmen	312,762	323,740	271,533	336,518	252,380	372,602	36,084
31100- 1106 Salary - Investigators	0	124,367	126,693	135,881	107,062	144,888	9,007
31100- 1107 Officer Comp Time	48,544	20,000	56,404	25,000	38,951	20,000	(5,000)
31100- 1108 Salary-Community Resource Officer	0	48,602	49,488	51,605	40,688	55,540	3,935
31100- 1300 Wages & Extra Help	43,615	25,000	62,477	39,500	9,690	39,400	(100)
31100- 2100 FICA Expense	68,774	71,922	71,491	76,924	58,044	83,805	6,881
31100- 2210 Retirement	90,033	103,928	93,006	115,561	84,043	121,018	5,457
31100- 2300 Health Insurance	102,460	109,052	83,302	106,088	78,853	105,500	(588)
31100- 2400 Life Insurance	2,985	9,701	3,256	10,784	8,274	11,264	480
31100- 2700 Workers' Compensation	16,318	17,000	12,818	17,000	16,493	17,000	0
31100- 2810 Clothing Allowance	844	1,800	1,065	2,400	1,266	2,400	0
31100- 2830 ICMA Contribution	5,325	1,968	0	2,823	3,141	9,090	6,267
31100- 2880 Fitness Program	2,664	4,800	2,664	3,024	1,800	2,026	(998)
31100- 2885 Tuition Reimbursement	583	1,250	575	1,250	386	1,250	0
31100- 2899 Miscellaneous Benefits	1,226	2,000	4,541	2,000	590	2,000	0
31100- 3100 Professional Services	1,364	11,800	15,645	7,900	3,649	4,200	(3,700)
31100- 3310 Contractual Repairs/Maintenance	3,685	9,000	4,332	9,000	1,347	13,150	4,150
31100- 3320 Maintenance Contracts	2,531	4,000	6,106	5,328	5,288	6,021	693
31100- 3500 Printing	4,811	4,500	2,493	5,000	1,962	2,700	(2,300)
31100- 3600 Advertising	5,403	800	8,896	800	865	800	0
31100- 3800 Prisoner's Board	1,710	1,400	2,200	1,500	1,380	1,500	0
31100- 4200 Vehicle Expenses	57,747	60,000	60,398	60,000	35,738	60,000	0
31100- 5210 Postage	1,149	1,400	2,067	1,400	1,003	1,680	280
31100- 5230 Communication	11,400	9,000	10,221	9,000	6,994	11,000	2,000
31100- 5306 Surety Bond	211	1,000	455	700	218	600	(100)
31100- 5307 Professional Liability Insurance	4,932	5,500	6,178	7,000	4,248	6,500	(500)
31100- 5410 Lease of Equipment	3,494	3,130	3,461	4,210	2,642	1,761	(2,449)
31100- 5510 Travel	2,976	3,500	2,888	3,500	1,590	3,200	(300)
31100- 5540 Police Training	7,648	11,000	7,638	11,000	7,292	12,400	1,400
31100- 5810 Membership & Dues	701	500	375	500	410	1,100	600
31100- 6001 Office Supplies	3,250	2,750	3,367	3,500	2,974	3,650	150
31100- 6010 Police Supplies	16,868	11,720	12,499	6,100	5,890	7,500	1,400
31100- 6011 Wearing Apparel	12,092	8,320	12,792	8,160	5,561	8,160	0
31100- 6012 Subscriptions	290	500	791	500	236	500	0
31100- 6023 Narcotics Fund	1,000	2,000	2,000	2,000	0	2,000	0
31100- 6099 Materials & Supplies	5,728	9,500	7,618	10,400	5,177	4,915	(5,485)
31100- 7001 E-911 System Contribution	12,432	43,666	76,970	13,666	13,014	16,258	2,592
31100- 8202 Furniture & Fixtures	1,530	1,100	766	1,050	792	20,626	19,576

31100- 8203 Communications Equipment	3,100	0	0	0	0	0	0
31100- 8205 Motor Vehicles & Equipment	49,331	38,787	45,736	55,000	38,205	0	(55,000)
31100- 8207 Data Processing Equipment	13,072	500	1,671	0	3,816	800	800
31100- 8220 Tactical Squad Equipment	17	0	0	0	0	0	0
31100- 8221 Grant Expenditures	24,736	15,798	34,077	13,600	10,327	19,000	5,400
Total Police Department	<u>\$1,460,957</u>	<u>\$1,524,755</u>	<u>\$1,561,549</u>	<u>\$1,584,215</u>	<u>\$1,194,139</u>	<u>\$1,655,368</u>	<u>\$71,153</u>

32100 FIRE & RESCUE SERVICES

32100- 1101 Salary - Fireman	\$41,132	\$45,201	\$43,830	\$46,185	\$26,839	\$32,066	(\$14,119)
32100- 1102 Salary - Fire Marshall	6,325	9,000	6,424	7,000	5,975	7,000	0
32100- 2100 FICA Expense	3,636	4,146	3,839	4,069	2,508	2,989	(1,080)
32100- 2210 Retirement	4,500	5,248	4,996	5,672	2,804	3,877	(1,795)
32100- 2300 Health Insurance	2,608	2,779	2,765	2,918	241	0	(2,918)
32100- 2400 Life Insurance	0	325	0	369	185	257	(112)
32100- 2700 Workers' Compensation	880	910	700	910	883	800	(110)
32100- 2830 ICMA Contribution	2,059	0	0	0	0	0	0
32100- 2880 Fitness Program	2,059	0	0	0	180	0	0
32100- 2899 Miscellaneous Benefits	52	60	65	60	0	60	0
32100- 3100 Professional Services	0	100	0	0	20	0	0
32100- 3600 Advertising	0	100	0	0	144	0	0
32100- 5308 General Liability Insurance	4	4	4	4	4	10	6
32100- 5510 Travel	0	850	0	850	0	850	0
32100- 5686 Contribution - Fire Department	15,936	16,608	17,045	16,608	18,528	20,720	4,112
32100- 5688 Fire Program Fund	6,541	6,876	6,413	6,876	7,075	7,000	124
32100- 5699 Contribution - Rescue Squad	23,936	24,608	25,045	24,608	26,528	28,720	4,112
32100- 5810 Memberships & Dues	0	100	0	100	0	100	0
32100- 6011 Wearing Apparel	568	800	312	800	2,680	1,000	200
32100- 8203 Communications Equipment	2,000	4,000	70	4,000	0	5,000	1,000
Total Fire & Rescue Services	<u>\$112,236</u>	<u>\$121,715</u>	<u>\$111,508</u>	<u>\$121,029</u>	<u>\$94,594</u>	<u>\$110,449</u>	<u>(\$10,580)</u>

34100 INSPECTIONS

31100- 1100 Salary - Inspectors	\$95,342	\$99,301	\$103,987	\$109,709	\$86,359	\$109,933	\$224
31100- 1300 Wages & Extra Help	3,531	3,000	3,236	3,000	2,343	3,000	0
31100- 2100 FICA Expense	7,539	7,826	8,044	8,622	6,668	8,639	17
31100- 2210 Retirement	11,120	12,573	12,523	14,332	10,506	14,137	(195)
31100- 2300 Health Insurance	9,533	9,560	9,500	10,037	8,273	8,959	(1,078)
31100- 2400 Life Insurance	0	780	0	933	695	936	3
31100- 2700 Workers' Compensation	3,229	3,364	2,588	3,364	3,264	3,264	(100)
31100- 2830 ICMA Contribution	1,601	0	0	0	0	3,481	3,481
31100- 2899 Miscellaneous Benefits	104	120	139	120	0	120	0
31100- 3320 Maintenance Contracts	264	300	643	300	585	300	0
31100- 3500 Printing	188	300	12	300	181	300	0
31100- 3701 Uniform Rental	302	325	316	325	306	325	0
31100- 4200 Vehicle Expenses	2,551	4,000	4,246	4,000	0	4,000	0
31100- 5210 Postage	138	300	168	300	79	300	0
31100- 5230 Communication	1,447	1,000	1,307	1,000	896	1,000	0
31100- 5308 General Liability Insurance	24	25	25	25	27	25	0
31100- 5410 Lease of Equipment	392	400	434	400	390	400	0

31100- 5510 Travel	461	1,000	259	1,000	1,753	890	(110)
31100- 5540 Training	577	1,000	270	1,000	496	1,000	0
31100- 5810 Membership & Dues	405	400	265	400	280	400	0
31100- 6001 Office Supplies	545	400	340	525	204	525	0
31100- 6011 Wearing Apparel	127	300	263	300	75	300	0
31100- 6012 Subscriptions	222	1,200	184	1,200	582	1,200	0
31100- 6024 Tools	27	150	472	450	73	450	0
31100- 6099 Materials & Supplies	141	200	531	400	197	400	0
31100- 8202 Furniture & Fixtures	0	200	0	300	0	300	0
31100- 8203 Communications Equipment	0	900	0	200	465	200	0
31100- 8221 Engineer Equipment	213	200	172	200	5	200	0
Total Inspections	\$140,023	\$149,124	\$149,924	\$162,742	\$124,702	\$164,984	\$2,242

TOTAL PUBLIC SAFETY

\$1,713,216 \$1,795,594 \$1,822,981 \$1,867,986 \$1,413,435 \$1,930,801 \$62,815

PUBLIC WORKS

41100 PUBLIC WORKS ADMINISTRATION

41100- 1102 Salary - Public Works Director	\$33,285	\$35,630	\$36,283	\$38,246	\$30,083	\$40,771	\$2,525
41100- 1103 Salary - Public Works Supt	48,049	51,562	52,527	55,540	43,710	60,074	4,534
41100- 1104 Salary - Secretaries	46,773	49,472	50,377	53,757	42,325	57,573	3,816
41100- 1105 Salary - Project Engineer	18,503	21,887	22,286	23,950	14,710	24,151	201
41100- 1300 Wages & Extra Help	1,924	3,000	357	2,500	20	1,500	(1,000)
41100- 2100 FICA Expense	14,426	12,359	15,646	13,349	12,401	14,119	770
41100- 2210 Retirement	19,771	18,408	18,408	21,060	14,747	22,074	1,014
41100- 2300 Health Insurance	16,329	16,230	16,138	17,040	13,469	17,869	829
41100- 2400 Life Insurance	2,784	3,925	232	1,371	976	1,461	90
41100- 2600 Unemployment Insurance	2,784	3,925	0	0	39	0	0
41100- 2700 Workers' Compensation	2,016	2,100	1,616	2,100	2,038	2,100	0
41100- 2880 Fitness Program	378	475	259	260	137	174	(86)
41100- 2899 Miscellaneous Benefits	1,511	1,700	2,311	1,700	292	1,700	0
41100- 3100 Professional Services	8,956	2,500	11,634	5,000	10,453	7,500	2,500
41100- 3310 Contractual Repairs/Maintenance	825	200	153	200	142	200	0
41100- 3320 Maintenance Contracts	1,575	1,600	2,985	2,000	2,532	2,981	981
41100- 3500 Printing	32	400	165	250	46	250	0
41100- 3600 Advertising	1,428	900	1,713	1,000	2,252	1,000	0
41100- 3991 Review Fees	0	0	0	0	4,000	0	0
41100- 4200 Vehicle Expenses	541	1,500	1,587	1,500	0	1,500	0
41100- 5210 Postage	96	1,800	757	1,000	302	1,000	0
41100- 5230 Communication	3,138	3,000	2,161	3,000	1,358	2,124	(876)
41100- 5306 Surety Bond	29	75	34	75	23	50	(25)
41100- 5307 General Liability Insurance	57	60	59	60	64	60	0
41100- 5410 Lease of Equipment	309	300	321	321	275	404	83
41100- 5510 Travel	795	600	567	600	423	600	0
41100- 5540 Training	1,089	1,500	595	1,200	593	1,200	0
41100- 5810 Membership & Dues	120	365	135	350	71	350	0
41100- 6001 Office Supplies	1,033	1,500	1,366	1,500	1,213	1,500	0
41100- 6012 Subscriptions	173	100	451	100	199	400	300
41100- 6026 Engineering Supplies	206	500	120	400	0	400	0
41100- 8202 Furniture & Fixtures	0	250	130	225	0	250	25

Total Public Works Administration

41200 STREET MAINTENANCE

	\$228,935	\$237,823	\$241,373	\$249,654	\$198,893	\$265,335	\$15,681
41200- 1301 Wages & Extra Help	\$210,147	\$231,714	\$217,944	\$250,109	\$210,378	\$250,109	\$0
41200- 1302 Wages - Snow Removal	2,505	3,500	1,587	3,500	273	2,700	(800)
41200- 2100 FICA Expense	15,914	17,994	16,280	19,401	16,159	19,340	(61)
41200- 2210 Retirement	37,778	45,652	39,592	48,645	31,547	43,346	(5,299)
41200- 2300 Health Insurance	63,536	69,033	49,882	72,476	45,515	65,479	(6,997)
41200- 2400 Life Insurance	4,779	7,610	4,779	7,948	6,070	7,759	(189)
41200- 2700 Workers' Compensation	17,757	18,500	13,951	18,500	17,948	17,000	(1,500)
41200- 2830 ICMA Contribution	1,186	0	0	585	583	6,171	5,586
41200- 2880 Fitness Program	0	0	72	0	0	0	0
41200- 2899 Miscellaneous Benefits	0	0	0	0	0	0	0
41200- 3100 Professional Services	0	0	0	400	60	0	(400)
41200- 3310 Contractual Repairs/Maintenance	0	0	0	0	8	0	0
41200- 3701 Uniform Rental	2,238	2,730	2,305	2,730	1,944	2,730	0
41200- 3990 Payments on Contracts	0	0	338	0	0	0	0
41200- 4200 Vehicle Expenses	1,958	9,400	9,961	9,400	0	9,400	0
41200- 5110 Electric Current	32,236	32,500	32,011	32,500	32,273	33,500	1,000
41200- 5410 Lease of Equipment	587	850	543	850	5,071	5,500	4,650
41200- 5510 Travel	0	600	10	600	78	500	(100)
41200- 5540 Training	8	500	76	500	53	500	0
41200- 6002 Food	248	200	632	200	0	200	0
41200- 6011 Wearing Apparel	1,640	2,500	1,604	2,500	1,236	2,500	0
41200- 6024 Tools	692	900	1,235	900	967	900	0
41200- 6025 Chemical Supplies	7,014	500	13	500	160	500	0
41200- 6095 Replace Trash Receptacles	887	1,000	38	1,000	814	1,000	0
41200- 6097 Materials - Welcome Signs	0	5,000	0	4,300	0	0	(4,300)
41200- 6099 Materials & Supplies	5,128	3,000	(13,915)	3,000	6,157	3,000	0
41200- 8201 Equipment	3,613	75,651	114,450	8,000	1,687	0	(8,000)
41200- 8251 Driveway Culverts	737	700	0	700	0	700	0
Total Street Maintenance	\$410,588	\$530,034	\$493,388	\$489,244	\$378,981	\$472,834	(\$16,410)

41500 ARTERIAL STREET MAINTENANCE

41500- 1301 Wages & Extra Help	\$43,373	\$70,000	\$48,861	\$60,000	\$25,332	\$60,000	\$0
41500- 1302 Wages - Snow Removal	6,398	7,000	5,814	7,000	3,636	6,000	(1,000)
41500- 2100 FICA Expense	3,743	5,891	4,078	5,126	2,155	5,049	(77)
41500- 3310 Contractual Repairs/Maintenance	180	7,000	937	7,000	3,565	7,000	0
41500- 3990 Payments on Contracts	14,054	8,000	11,176	13,300	3,245	12,100	(1,200)
41500- 4200 Vehicle Expenses	85,707	88,000	91,918	88,000	0	88,000	0
41500- 4201 Vehicle Expenses - Snow	0	5,000	0	5,000	0	5,000	0
41500- 5110 Electric Current	34,934	35,000	34,465	36,000	33,964	36,000	0
41500- 5410 Lease of Equipment	3,212	600	1,687	600	98	600	0
41500- 6002 Food	213	200	21	200	167	200	0
41500- 6025 Chemical Supplies	12,014	12,000	15,034	16,825	9,854	16,825	0
41500- 6035 Repair Parts - Signal Equipment	(1)	800	1,460	800	800	800	0
41500- 6099 Materials & Supplies	4,696	15,000	14,395	15,000	1,537	15,000	0
41500- 8254 Replace Street Name Signs	88	600	113	600	25	600	0

41500- 8255 Replace Traffic Signs	1,773	1,200	1,729	1,200	1,639	1,200	0
41500- 8256 Sidewalk, Curb & Gutter	42,860	11,700	11,700	9,200	0	10,300	1,100
41500- 8257 Street Improvements & Paving	102,458	78,777	40,542	70,966	0	0	(70,966)
41500- 8258 Drainage Project - Gaines/Waterloo	0	8,800	913	0	1,015	0	0
41500- 8259 Historic District Street Signs	0	0	0	4,642	5,413	201,767	197,125
Total Arterial Street Maint	<u>\$355,702</u>	<u>\$355,568</u>	<u>\$284,843</u>	<u>\$341,459</u>	<u>\$92,445</u>	<u>\$466,441</u>	<u>\$124,982</u>

41600 COLLECTOR STREET MAINTENANCE

41600- 1301 Wages & Extra Help	\$35,545	\$55,000	\$39,968	\$53,000	\$24,251	\$50,000	(\$3,000)
41600- 1302 Wages - Snow Removal	5,497	5,000	4,876	5,000	2,161	5,000	0
41600- 2100 FICA Expense	3,086	4,950	3,212	4,437	1,991	4,207	(230)
41600- 3990 Payments on Contracts	0	3,000	11,996	3,000	11,544	9,000	6,000
41600- 4200 Vehicle Expenses	94,345	88,000	80,696	88,000	0	88,000	0
41600- 4201 Vehicle Expenses - Snow	0	5,000	0	5,000	0	5,000	0
41600- 5410 Lease of Equipment	0	500	1,907	500	0	500	0
41600- 6002 Food	66	200	0	400	0	400	0
41600- 6025 Chemical Supplies	9,097	7,000	15,034	9,980	9,466	9,980	0
41600- 6099 Materials & Supplies	9,387	17,000	28,315	17,000	4,146	17,000	0
41600- 8254 Replace Street Name Signs	83	400	520	400	6	400	0
41600- 8255 Replace Traffic Signs	794	1,500	1,462	1,500	414	1,500	0
41600- 8256 Sidewalk, Curb & Gutter	4,000	7,080	7,093	15,080	0	14,480	(600)
41600- 8257 Street Improvements & Paving	45,826	102,786	111,370	82,038	0	67,240	(14,798)
41600- 8259 Historic District Street Signs	0	0	0	10,550	5,611	0	(10,550)
41600- 8260 Culvert Replacement - Evans Ave	0	0	0	0	0	5,400	5,400
Total Collector Street Maint	<u>\$207,726</u>	<u>\$297,416</u>	<u>\$306,449</u>	<u>\$295,885</u>	<u>\$59,590</u>	<u>\$278,107</u>	<u>(\$17,778)</u>

42300 REFUSE COLLECTION

42300- 1300 Wages & Extra Help	\$182,779	\$172,702	\$178,253	\$172,420	\$141,383	\$164,224	(\$8,196)
42300- 2100 FICA Expense	13,848	13,212	13,439	13,190	10,656	12,563	(627)
42300- 2210 Retirement	19,985	22,886	18,567	24,392	15,348	24,063	(329)
42300- 2300 Health Insurance	19,028	19,898	21,998	24,276	19,165	25,458	1,182
42300- 2400 Life Insurance	0	1,419	0	1,624	1,016	1,592	(32)
42300- 2700 Workers' Compensation	10,078	10,500	7,916	10,500	10,187	10,500	0
42300- 2830 ICMA Contribution	2,413	3,486	603	3,092	0	1,989	(1,103)
42300- 2899 Miscellaneous Benefits	0	0	0	0	0	0	0
42300- 3701 Uniform Rental	966	1,092	908	1,092	962	1,092	0
42300- 3815 Share Landfill Operation	134,858	125,000	122,422	115,000	94,923	121,000	6,000
42300- 4200 Vehicle & Equipment Expenses	17,198	27,000	28,626	27,000	0	27,000	0
42300- 5308 General Liability Insurance	354	375	371	375	400	375	0
42300- 6011 Wearing Apparel	375	600	378	600	167	624	24
42300- 6051 Purchase of Plastic Bags	16,758	12,000	12,935	14,000	9,926	14,000	0
42300- 6099 Materials & Supplies	820	600	515	600	318	600	0
Total Refuse Collection	<u>\$419,460</u>	<u>\$410,770</u>	<u>\$406,931</u>	<u>\$408,161</u>	<u>\$304,451</u>	<u>\$405,080</u>	<u>(\$3,081)</u>

42400 RECYCLING PROGRAM

42400- 1300 Wages & Extra Help	\$35,313	\$39,000	\$36,653	\$40,605	\$30,562	\$41,806	\$1,201
42400- 2100 FICA Expense	2,681	2,984	2,735	3,106	2,316	3,198	92

42400- 3500 Printing	0	100	0	100	0	100	0
42400- 3600 Advertising	49	250	0	250	0	250	0
42400- 3990 Payments on Contracts	26,919	31,000	28,775	31,000	25,267	33,000	2,000
42400- 4200 Vehicle Expenses	3,818	5,000	5,304	5,000	0	5,000	0
42400- 5308 General Liability Insurance	28	30	30	30	32	30	0
42400- 6051 Purchase of Recycling Bags	12,411	12,000	0	12,000	9,060	12,000	0
42400- 6099 Materials & Supplies	68	800	20	800	20	800	0
Total Recycling Program	<u>\$81,287</u>	<u>\$91,164</u>	<u>\$73,517</u>	<u>\$92,891</u>	<u>\$67,257</u>	<u>\$96,184</u>	<u>\$3,293</u>

43200 BLDGS & GROUNDS MAINTENANCE

43200- 1301 Wages & Extra Help	\$13,816	\$19,091	\$19,455	\$19,854	\$16,052	\$21,093	\$1,239
43200- 1302 Wages - Snow Removal	537	1,000	1,345	1,000	556	1,000	0
43200- 2100 FICA Expense	1,093	1,537	1,596	1,595	1,264	1,691	96
43200- 2210 Retirement	2,677	2,807	2,387	2,988	2,238	3,188	200
43200- 2300 Health Insurance	435	0	2,304	2,918	2,713	3,916	998
43200- 2400 Life Insurance	1,804	1,979	1,804	1,999	1,652	2,015	16
43200- 2700 Workers' Compensation	816	850	654	850	825	850	0
43200- 3100 Professional Services	20,360	5,000	0	0	1,366	0	0
43200- 3310 Contractual Repairs/Maintenance	20,360	5,000	8,203	5,000	12,846	11,000	6,000
43200- 3320 Maintenance Contracts	6,478	8,800	7,413	8,500	5,761	14,978	6,478
43200- 3330 Janitorial Service	15,780	5,039	18,944	16,000	13,743	19,000	3,000
43200- 3356 Modification - Public Works Bldg	2,189	0	23	4,000	3,270	2,950	(1,050)
43200- 3701 Uniform Rental	168	182	171	182	333	182	0
43200- 4200 Vehicle Expenses	1,185	3,000	3,184	3,000	0	3,000	0
43200- 5110 Electric Current	20,156	22,000	19,233	22,000	17,450	25,000	3,000
43200- 5120 Fuel	8,245	9,500	7,846	9,500	10,667	9,500	0
43200- 5230 Communication	7,447	5,000	6,251	6,000	3,425	6,000	0
43200- 5302 Fire Insurance	1,484	2,000	1,668	2,000	1,897	1,750	(250)
43200- 5308 General Liability Insurance	47	50	49	50	53	50	0
43200- 5410 Lease of Equipment	5,173	11,300	6,680	13,338	6,137	9,373	(3,965)
43200- 5420 Lease of Buildings	74,172	77,886	75,984	77,886	63,320	50,910	(26,976)
43200- 5440 Training	8	100	76	100	53	100	0
43200- 6007 Repairs - Bldgs & Grounds	871	1,800	3,538	1,800	2,680	1,800	0
43200- 6011 Wearing Apparel	115	97	37	97	60	104	7
43200- 6032 Repairs - Parking Lots	40	2,000	51	2,000	0	2,000	0
43200- 6099 Materials & Supplies	4,869	6,700	4,859	6,700	4,159	6,700	0
43200- 8201 Equipment	185	0	0	0	440	0	0
43200- 8202 Furniture & Fixtures	0	1,000	1,375	4,047	0	1,000	(3,047)
43200- 8258 Landscaping - Parking Lot E	0	1,000	0	1,000	0	1,000	0
43200- 8262 Purchase of Property	26,625	5,276	6,000	5,276	5,276	0	(5,276)
Total Bldgs & Grounds Maintenance	<u>\$237,135</u>	<u>\$199,994</u>	<u>\$201,130</u>	<u>\$219,680</u>	<u>\$178,236</u>	<u>\$200,150</u>	<u>(\$19,530)</u>

43300 PARKS MAINTENANCE

43300- 1300 Wages & Extra Help	\$5,650	\$5,000	\$3,066	\$5,000	\$3,035	\$5,000	\$0
43300- 2100 FICA Expense	425	383	232	383	278	383	0
43300- 3357 Rady Park Maintenance	0	300	0	300	0	300	0
43300- 3358 Rady Park - Pave Entrance	0	0	0	0	0	0	0
43300- 5110 Electric Current	1,109	1,500	1,102	1,500	1,088	1,500	0

43300- 5302 Fire Insurance	15	20	17	20	19	20	0
43300- 5410 Lease of Equipment	1,500	1,500	1,479	1,500	1,170	1,500	0
43300- 6007 Repairs - Buildings & Grounds	12	200	12	200	367	200	0
43300- 6099 Materials & Supplies	225	500	1,104	500	611	500	0
43300- 8264 Playground Equipment	3,600	3,100	2,325	500	2,108	500	0
43300- 8265 Warr Greenway - Pedestrian Steps	0	0	0	5,100	0	0	(5,100)
43300- 8266 Rady Park - Pedestrian Walk	14,486	0	0	0	0	0	0
Total Parks Maintenance	<u>\$27,022</u>	<u>\$12,503</u>	<u>\$9,337</u>	<u>\$15,003</u>	<u>\$8,676</u>	<u>\$9,903</u>	<u>(\$5,100)</u>

TOTAL PUBLIC WORKS

\$1,967,855 \$2,135,272 \$2,016,968 \$2,111,977 \$1,288,529 \$2,194,034 \$82,057

CONTRIBUTIONS

53500 WELFARE & SOCIAL SERVICES

53500- 5691 Contribution - Fauquier Housing	\$20,000	\$30,000	\$30,000	\$25,000	\$20,000	\$10,000	(\$15,000)
53500- 5693 Contribution - Community Action	7,500	7,500	7,500	7,500	7,500	7,500	0
53500- 5694 Contribution - Fauq Family Shelter	6,100	6,100	6,100	6,700	6,700	6,700	0
53500- 5695 Contribution - Fauq Comm Child	3,600	3,600	3,600	4,500	4,500	4,500	0
53500- 5697 Contribution - Fauq Free Clinic	10,000	10,000	10,000	10,000	10,000	10,000	0
53500- 5698 Contribution - Dispute Resolution Ctr	1,000	1,000	1,000	1,000	1,000	1,000	0
53500- 5700 Contribution - Loudoun Bus System	687	0	109,610	0	37,179	87,500	87,500
53500- 5701 Contribution - Habitat for Humanity	0	22,400	14,099	22,400	8,006	0	(22,400)
Total Welfare & Social Services	<u>\$48,887</u>	<u>\$80,600</u>	<u>\$181,909</u>	<u>\$77,100</u>	<u>\$94,885</u>	<u>\$127,200</u>	<u>\$50,100</u>

71300 PARKS & RECREATION

71300- 5687 Contribution - Moving Arts	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	(\$1,000)
71300- 5690 Contribution - Boys & Girls Club	11,000	11,000	11,000	12,000	12,000	12,000	0
71300- 5697 Contribution - Bluemont Concert	10,000	12,000	12,000	10,000	10,000	10,000	0
71300- 5698 Contribution - Parks & Recreation	0	10,250	10,750	9,250	0	10,750	1,500
71300- 5699 Contribution - First Night	0	0	0	3,000	3,000	3,000	0
Total Parks & Recreation	<u>\$22,000</u>	<u>\$34,250</u>	<u>\$34,750</u>	<u>\$35,250</u>	<u>\$26,000</u>	<u>\$35,750</u>	<u>\$500</u>

72600 CULTURAL ENRICHMENT

72600- 5694 Contribution - Fauq Historical	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
53500- 5695 Contribution - Veterans Memorial	0	2,000	2,000	2,000	2,000	2,000	0
53500- 5696 Contribution - Salute to Lafayette	0	2,000	0	0	1,892	0	0
53500- 5697 Contribution - Afro American Historic	0	2,000	0	0	2,000	0	0
Total Welfare & Social Services	<u>\$10,000</u>	<u>\$16,000</u>	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$15,892</u>	<u>\$12,000</u>	<u>\$0</u>

TOTAL CONTRIBUTIONS

\$80,887 \$130,850 \$228,659 \$124,350 \$136,777 \$174,950 \$50,600

PLANNING & COMMUNITY DEVELOPMENT

81000 PLANNING & ZONING

81000- 1101 Salary - Commission Members	\$6,300	\$6,300	\$6,300	\$6,300	\$5,175	\$6,300	\$0
81000- 1102 Salary - Town Planner	58,045	63,185	68,044	66,291	52,087	70,420	4,129
81000- 1104 Salary - Community Dev Assistant	14,167	15,594	8,285	14,859	11,532	15,776	917
81000- 1105 Salary - Secretary	28,287	29,688	30,230	32,490	23,615	23,761	(8,729)

81000- 1106 Salary - Zoning Inspector	28,762	31,021	31,599	33,304	26,668	22,744	(10,560)
81000- 1300 Wages & Extra Help	11,147	11,000	13,143	10,000	11,303	12,000	2,000
81000- 2100 FICA Expense	10,600	11,994	11,492	12,488	9,759	11,551	(937)
81000- 2210 Retirement	14,218	16,195	15,219	18,044	12,973	16,044	(2,000)
81000- 2300 Health Insurance	10,838	10,949	10,191	11,496	10,226	19,374	7,878
81000- 2400 Life Insurance	271	1,005	0	1,176	858	1,061	(115)
81000- 2700 Workers' Compensation	998	1,040	800	1,040	1,009	1,040	0
81000- 2880 Fitness Program	0	0	162	648	108	290	(358)
81000- 2899 Miscellaneous Benefits	160	180	200	180	0	180	0
81000- 3100 Professional Services	16,394	15,500	1,163	31,000	36,460	25,000	(6,000)
81000- 3102 Professional Services - Parking Study	0	9,000	11,250	0	3,750	0	0
81000- 3103 Professional Services - CIP	0	17,000	0	0	250	0	0
81000- 3200 Temporary Help Services	0	0	0	0	0	0	0
81000- 3310 Contractual Repairs/Maintenance	66	500	535	500	0	500	0
81000- 3320 Maintenance Contracts	294	1,850	252	1,250	295	250	(1,000)
81000- 3500 Printing	218	1,000	1,425	1,000	53	1,000	0
81000- 3600 Advertising	2,634	2,000	5,975	2,300	4,007	3,000	700
81000- 3901 Microfilm Records	0	1,000	0	1,000	0	1,000	0
81000- 3990 Payments on Contracts	29,856	5,144	5,144	0	0	0	0
81000- 5210 Postage	1,369	1,100	772	1,100	525	1,100	0
81000- 5230 Communication	1,707	2,300	1,415	2,300	945	2,100	(200)
81000- 5306 Surety Bond	58	150	68	150	47	100	(50)
81000- 5307 General Liability Insurance	33	35	35	35	37	35	0
81000- 5510 Travel	925	1,500	351	1,500	1,109	900	(600)
81000- 5540 Training	664	1,200	129	1,200	67	1,400	200
81000- 5690 Contribution - Planning District	2,938	2,938	2,938	3,955	3,955	3,956	1
81000- 5810 Membership & Dues	544	1,100	543	1,100	490	1,100	0
81000- 6001 Office Supplies	2,009	2,100	1,430	2,100	2,470	2,100	0
81000- 6012 Subscriptions	792	1,000	1,218	1,000	993	1,000	0
81000- 6099 Materials & Supplies	80	2,600	445	1,800	60	3,100	1,300
81000- 8202 Furniture & Fixtures	908	800	0	500	1,075	500	0
Total Planning & Zoning	\$245,282	\$267,968	\$230,753	\$262,106	\$221,901	\$248,682	(\$13,424)

81400 BOARD OF ZONING APPEALS

81400- 3200 Temporary Help Services	385	500	\$0	\$0	\$0	\$700	\$700
81400- 3600 Advertising	385	500	317	500	0	500	0
81400- 5210 Postage	64	150	111	150	82	150	0
81400- 5510 Travel	0	250	0	250	0	219	(31)
81400- 5540 Training	0	750	0	750	0	750	0
81400- 6001 Office Supplies	0	50	0	50	26	0	(50)
Total Board of Zoning Appeals	\$834	\$2,200	\$428	\$1,700	\$108	\$2,319	\$619

81500 ECONOMIC DEVELOPMENT

81500- 1101 Salary - Director	\$57,751	\$54,500	\$51,266	\$53,398	\$41,818	\$56,729	\$3,331
81500- 1104 Salary - Community Dev Assistant	14,479	15,594	9,635	14,859	11,581	15,776	917
81500- 1300 Wages & Extra Help	231	1,000	1,677	4,800	3,230	4,800	0
81500- 2100 FICA Expense	5,602	5,439	4,713	5,589	4,314	5,913	324
81500- 2210 Retirement	7,302	8,137	6,606	8,382	6,142	8,766	384

81500- 2300 Health Insurance	3,913	4,168	3,456	4,377	3,608	4,590	213
81500- 2400 Life Insurance	0	505	0	546	407	580	34
81500- 2700 Workers' Compensation	96	100	77	100	97	100	0
81500- 2880 Fitness Program	0	0	126	216	0	145	(71)
81500- 2885 Tuition Reimbursement	0	0	0	0	911	0	0
81500- 2899 Miscellaneous Benefits	104	120	113	120	0	120	0
81500- 3100 Professional Services	972	21,500	15,820	10,000	2,523	5,000	(5,000)
81500- 3500 Printing	6,735	20,000	14,280	18,000	1,993	10,000	(8,000)
81500- 3600 Advertising	7,100	12,000	8,364	15,000	4,497	12,000	(3,000)
81500- 3990 Payments on Contracts	0	10,000	2,200	0	0	0	0
81500- 5210 Postage	1,749	1,550	452	1,550	583	2,500	950
81500- 5230 Communication	1,042	2,000	707	2,000	404	1,000	(1,000)
81500- 5306 Surety Bond	29	75	34	75	23	40	(35)
81500- 5307 General Liability Insurance	19	20	20	20	21	20	0
81500- 5510 Travel	1,464	4,000	2,540	2,500	1,957	2,200	(300)
81500- 5540 Training	890	1,750	1,619	750	630	1,000	250
81500- 5685 Contribution - Partnership	23,000	24,000	24,000	24,000	24,000	24,000	0
81500- 5688 Contribution - Visitor Center	40,000	40,000	40,000	45,000	45,000	45,000	0
81500- 5690 Support - Lord Fairfax Small Bus	0	0	0	0	0	5,000	5,000
81500- 5810 Membership & Dues	1,267	1,425	1,510	1,425	1,225	1,500	75
81500- 6001 Office Supplies	645	500	502	500	607	500	0
81500- 6012 Subscriptions	129	300	447	300	370	500	200
81500- 6095 Bike Virginia Expenses	(2,404)	0	0	0	0	0	0
81500- 6099 Materials & Supplies	2,313	1,500	1,652	0	206	0	0
81500- 8201 Wreaths/Signs/Planters	0	0	0	4,300	600	2,200	(2,100)
81500- 8202 Furniture & Fixtures	337	250	414	250	0	250	0
Total Economic Development	<u>\$174,765</u>	<u>\$230,433</u>	<u>\$192,230</u>	<u>\$218,057</u>	<u>\$156,747</u>	<u>\$210,229</u>	<u>(\$7,828)</u>

81600 ARCHITECTURAL REVIEW BOARD

81600- 3500 Printing	\$164	\$200	\$0	\$200	\$0	\$215	\$15
81600- 3600 Advertising	334	100	12	100	55	100	0
81600- 5210 Postage	9	100	11	100	1	65	(35)
81600- 5510 Travel	263	300	0	300	49	850	550
81600- 5540 Training	560	1,000	413	1,000	85	835	(165)
81600- 5810 Membership & Dues	100	100	0	100	200	105	5
81600- 6001 Office Supplies	25	200	197	200	106	80	(120)
Total Architectural Review Board	<u>\$1,455</u>	<u>\$2,000</u>	<u>\$633</u>	<u>\$2,000</u>	<u>\$496</u>	<u>\$2,250</u>	<u>\$250</u>

TOTAL PLANNING/COMM DEVELOPMENT \$422,336 \$502,601 \$424,044 \$483,863 \$379,252 \$463,480 (\$20,383)

93100 TRANSFERS AND RESERVES

93100- 0097 Transfers to Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
81600- 0099 Reserve for Contingencies	17,411	0	2,531	0	2,965	0	0
81600- 9200 Transfer to Retirement Fund	0	0	0	0	0	0	0
81600- 9201 Transfer to Capital Projects Fund	0	435,900	1,206,752	455,635	0	355,628	(100,007)
81600- 9202 Transfer to Cemetery Fund	0	45,089	30,862	53,872	0	50,389	(3,483)
Total Transfers and Reserves	<u>\$17,411</u>	<u>\$480,989</u>	<u>\$1,240,145</u>	<u>\$509,507</u>	<u>\$2,965</u>	<u>\$406,017</u>	<u>(\$103,490)</u>

95100	DEBT SERVICE							
95100-9111	Lease Purchase - 2001 - Police Cars	\$23,359	\$24,635	\$23,719	\$13,707	\$37,416	\$53,020	\$39,313
95100-9112	Lease Purchase - 2001 - AS/400	\$0	\$0	\$0	\$0	\$1,098	\$6,768	\$6,768
95100-9121	Lease Purchase - Interest	2,609	885	1,032	2,149	0	6,103	3,954
	Total Transfers and Reserves	<u>\$25,968</u>	<u>\$25,520</u>	<u>\$24,751</u>	<u>\$15,856</u>	<u>\$38,514</u>	<u>\$65,891</u>	<u>\$50,035</u>
	GENERAL FUND TOTAL	<u>\$4,966,283</u>	<u>\$5,832,324</u>	<u>\$6,543,725</u>	<u>\$5,868,027</u>	<u>\$3,867,338</u>	<u>\$6,042,876</u>	<u>\$174,849</u>

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
CAPITAL PROJECTS FUND REVENUE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
18990 REIMBURSEMENTS							
18990-0002 Walker Drive Payments	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
18990-0003 Proffers - Gay Road	\$20,000	\$0	0	0	0	15,000	15,000
18990-0011 Bike Trail Reimbursements	308,295	0	0	0	0	0	0
Total Reimbursements	<u>\$348,295</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15,000</u>	<u>\$15,000</u>
18991 PROCEEDS FROM INDEBTEDNESS							
18991-0012 Bond Proceeds	\$0	\$650,000	\$0	\$650,000	\$0	\$0	(\$650,000)
Total Other Local Taxes	<u>\$0</u>	<u>\$650,000</u>	<u>\$0</u>	<u>\$650,000</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$650,000)</u>
41050 TRANSFERS							
41050-0100 Transfers from General Fund	\$0	\$435,900	\$1,206,752	\$455,635	\$0	\$424,628	
41050-9999 Transfers from Reserves	0	207,416	194,707	177,740	0	45,175	
Total Transfers	<u>\$0</u>	<u>\$643,316</u>	<u>\$1,401,459</u>	<u>\$633,375</u>	<u>\$0</u>	<u>\$469,803</u>	<u>\$0</u>
CAPITAL PROJECTS TOTAL	<u>\$348,295</u>	<u>\$1,293,316</u>	<u>\$1,401,459</u>	<u>\$1,283,375</u>	<u>\$0</u>	<u>\$484,803</u>	<u>(\$635,000)</u>

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
CAPITAL PROJECTS FUND EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
94500 CAPITAL PROJECTS							
94500- 8092 Walker Drive Construction	\$2,647	\$0	\$0	\$0	\$0	\$0	\$0
94500- 8094 Town Hall Renovation/Construction	0	35,649	51,946	0	1,500	0	0
94500- 8095 Eva Walker Park - Concrete Fence	0	0	0	25,660	0	0	(25,660)
94500- 8096 Recreation Facility Design	0	0	11,325	0	1,556	0	0
94500- 8097 Street Light Conversion	0	0	0	0	0	0	0
94500- 8099 Storm Sewer Construction	0	0	0	0	0	0	0
94500- 8101 Light Installation	66,105	7,328	7,328	0	3,480	0	0
94500- 8102 Frazier Rd/Moser St Drainage	2,077	0	0	0	0	0	0
94500- 8103 Winchester St Drainage	84,404	0	0	0	0	0	0
94500- 8104 Moffett Ave Drainage	0	150,000	138,994	0	0	0	0
94500- 8107 Sidewalk Const - Falmouth St	49,153	17,789	66,481	0	0	0	0
94500- 8108 Sidewalk Construction	0	25,000	49,763	0	0	0	0
94500- 8110 Van Roijan St/Waterloo St Drainage	0	89,500	11,919	0	1,485	0	0
94500- 8111 Shirley Ave Widening	102,493	0	39,299	0	0	18,975	18,975
94500- 8113 Hike & Bike Trail	350,060	0	0	0	0	0	0
94500- 8114 Moser Rd/Church St Drainage	0	115,000	9,637	0	82,491	0	0
94500- 8117 Warrenton Business Park	1,395	47,350	47,756	0	2,505	0	0
94500- 8120 Academy Hill Park Improvements	0	22,000	7,390	0	16,735	25,000	25,000
94500- 8121 Alexandria Pk/King St Drainage	0	15,000	0	0	17,403	0	0
94500- 8122 ADA Curb Ramp Construction	0	0	0	0	0	0	0
94500- 8123 Fifth Street Parking Lot	0	0	35,682	0	1,945	0	0
94500- 8124 Roebling St Completion	0	0	0	0	0	0	0
94500- 8126 Blackwell Rd Sidewalk & Drainage	0	0	0	120,890	0	72,600	(48,290)
94500- 8127 Warehouse Improvements	0	0	12,918	0	550	0	0
94500- 8128 Traffic Signalization - Taylor St	0	40,000	1,881	0	3,787	0	0
94500- 8129 Blackwell Rd/Lee Hwy Intersection	0	0	0	32,500	1,305	202,268	169,768
94500- 8131 Rt 29 Bypass Corridor Landscaping	52,010	43,700	41,027	26,400	0	0	(26,400)
94500- 8132 Alexandria Pk Drainage	0	0	0	154,340	0	0	(154,340)
94500- 8133 Lee Street Parking Lot	63,953	0	0	0	31,812	0	0
94500- 8135 Rt 17/Winchester St Crosswalk	0	0	0	0	0	0	0
94500- 8137 Plain Rd/Norfolk Dr Drainage	115,445	0	0	0	0	0	0
94500- 8138 Benner Rd/Fishback Ct Drainage	92,442	0	0	0	0	0	0
94500- 8141 Mosby House Purchase/Renovation	461,410	35,000	0	0	42	0	0
94500- 8142 Police Department Acquisition	0	650,000	857,136	650,000	21,733	0	(650,000)
94500- 8143 Main St Sidewalk & Street Repairs	0	0	0	273,585	0	0	(273,585)
94500- 8144 Falmouth St Drainage - Mid County	0	0	0	0	0	43,930	43,930
94500- 8146 Madison St Sidewalk & Drainage	0	0	0	0	0	107,030	107,030
94500- 8147 Gay Road Park Design	0	0	0	0	0	15,000	15,000
Total Legislative Department	\$1,443,594	\$1,293,316	\$1,390,482	\$1,283,375	\$188,329	\$484,803	(\$798,572)

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
WATER & SEWER FUND REVENUE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

TOWN OF WARRENTON, VIRGINIA
WATER & SEWER FUND REVENUE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised	Actual	Revised	Actual ²	Adopted	
	FY1999	Budget	FY2000	Budget	10 Months	Budget	Change
					FY 2001	FY 2002	
13030 TRANSFER FEES							
13030-0005 Transfer Fees	\$7,234	\$7,700	\$7,567	\$7,700	\$6,498	\$7,700	\$0
Total Transfer Fees	\$7,234	\$7,700	\$7,567	\$7,700	\$6,498	\$7,700	\$0
15010 REVENUE FROM USE OF MONEY							
15010-0001 Interest Income	\$89,921	\$60,000	\$131,568	\$70,000	\$124,362	\$90,000	\$20,000
Total Revenue from Use of Money	\$89,921	\$60,000	\$131,568	\$70,000	\$124,362	\$90,000	\$20,000
15020 REVENUE FROM USE OF PROPERTY							
15020-0001 Rental Income	\$12,171	\$12,700	\$29,820	\$36,700	\$80,618	\$114,052	\$77,352
Total Revenue From Use of Property	\$12,171	\$12,700	\$29,820	\$36,700	\$80,618	\$114,052	\$77,352
16160 CHARGES FOR SERVICES							
16160-0005 Sewer Service Charges	\$1,795,014	\$1,960,000	\$1,847,778	\$1,865,000	\$1,547,065	\$1,870,000	\$5,000
16160-0010 Sale of Water	1,116,104	1,120,000	1,119,376	1,149,600	934,757	1,122,000	(27,600)
16160-0015 Penalties	26,095	30,000	29,277	30,000	28,028	29,000	(1,000)
16160-0020 Reconnection Fees	2,640	3,000	1,120	3,000	1,040	2,500	(500)
Total Charges for Services	\$2,939,853	\$3,113,000	\$2,997,551	\$3,047,600	\$2,510,890	\$3,023,500	(\$24,100)
18030 RECOVERIES & REBATES							
18030-0001 Recoveries & Rebates	\$2,898	\$5,000	\$1,487	\$5,000	\$1,113	\$3,000	(\$2,000)
18030-0005 Construction/Installation Fees	6,604	10,000	18,538	10,000	3,087	10,000	0
18030-0015 Sanitary Sewer Facilities Charge	0	0	13,965	0	0	0	0
Total Recoveries & Rebates	\$9,502	\$15,000	\$33,990	\$15,000	\$4,200	\$13,000	(\$2,000)
18990 MISCELLANEOUS REVENUE							
18990-0001 Miscellaneous Revenue	\$677	\$750	\$363	\$750	\$577	\$500	(\$250)
18990-0005 Sale of Materials & Supplies	9,205	8,000	11,325	8,000	14,661	9,000	1,000
18990-0006 Sale of Salvage & Junk	75	0	195	0	146	150	150
18990-0010 Sale of Property	0	0	750	0	0	0	0
Total Miscellaneous Revenue	\$9,957	\$8,750	\$12,633	\$8,750	\$15,384	\$9,650	\$900
24040 GRANT REVENUE							
24040-0005 Grant Revenue	\$0	\$0	\$0	\$0	\$0	\$27,600	\$27,600
Total Grant Revenue	\$0	\$0	\$0	\$0	\$0	\$27,600	\$27,600
41000 NON-REVENUE RECEIPTS							
41000-0005 Sewer Connection Fees	\$658,675	\$280,212	\$475,600	\$261,312	\$563,750	\$372,721	\$111,409

41000-0010 Water Connection Fees	382,050	275,213	381,960	246,513	365,850	259,811	13,298
Total Non-Revenue Receipts	<u>\$1,040,725</u>	<u>\$555,425</u>	<u>\$857,560</u>	<u>\$507,825</u>	<u>\$929,600</u>	<u>\$632,532</u>	<u>\$124,707</u>
41050 TRANSFERS & RESERVES							
41050-0097 Transfers - Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
41050-0098 Transfers from Reserves	0	125,526	100,283	75,359	0	0	(75,359)
Total Transfers & Reserves	<u>\$0</u>	<u>\$125,526</u>	<u>\$100,283</u>	<u>\$75,359</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$75,359)</u>
501 TOTAL WATER & SEWER FUND	<u>\$4,109,363</u>	<u>\$3,898,101</u>	<u>\$4,170,972</u>	<u>\$3,768,934</u>	<u>\$3,671,552</u>	<u>\$3,918,034</u>	<u>\$149,100</u>

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
WATER & SEWER FUND EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
41340 METER READING							
41340- 1300 Wages & Extra Help	\$76,263	\$75,302	\$82,970	\$88,043	\$67,274	\$92,009	\$3,966
41340- 2100 FICA Expense	5,621	5,761	6,202	6,735	4,928	7,038	303
41340- 2210 Retirement	11,092	8,162	13,061	9,584	11,410	9,915	331
41340- 2300 Health Insurance	13,709	13,117	6,203	6,653	7,177	10,280	3,627
41340- 2400 Life Insurance	0	506	0	624	620	656	32
41340- 2700 Workers' Compensation	2,317	2,414	1,857	2,414	2,342	2,400	(14)
41340- 2880 Fitness Program	0	864	36	432	0	580	148
41340- 2899 Miscellaneous Benefits	157	180	194	180	0	180	0
41340- 3100 Professional Services	0	0	0	0	0	0	0
41340- 3310 Contractural Repair	227	1,500	144	1,500	600	1,500	0
41340- 3320 Maintenance Contracts	207	540	3,852	1,415	1,510	3,891	2,476
41340- 3500 Printing	153	0	88	0	277	0	0
41340- 3600 Advertising	106	450	175	450	0	200	(250)
41340- 3701 Uniform Rental	571	546	660	546	569	546	0
41340- 4200 Vehicle Expenses	6,369	6,000	7,409	6,000	0	6,000	0
41340- 5210 Postage	35	200	339	100	88	100	0
41340- 5230 Communication	127	1,800	658	800	(286)	984	184
41340- 5308 General Liability Insurance	2,833	3,000	2,964	3,000	3,197	3,000	0
41340- 5410 Lease of Equipment	490	305	532	311	490	548	237
41340- 5510 Travel	390	360	119	360	180	360	0
41340- 5540 Training	202	850	316	1,200	363	1,200	0
41340- 5810 Membership & Dues	10	50	0	50	30	50	0
41340- 6001 Office Supplies	187	260	225	260	404	260	0
41340- 6011 Wearing Apparel	503	550	547	550	320	550	0
41340- 6024 Tools	447	300	1,257	300	139	300	0
41340- 6097 Meters & Supplies	36,256	30,720	42,083	47,250	34,086	47,250	0
41340- 6099 Materials & Supplies	2,682	3,000	2,103	3,000	988	3,000	0
Total Meter Department	\$160,954	\$156,737	\$173,994	\$181,757	\$136,706	\$192,797	\$11,040
45100 SOURCE OF SUPPLY							
45100- 1101 Salary - Superintendent	\$28,374	\$29,699	\$30,241	\$32,132	\$26,968	\$33,430	\$1,298
45100- 1102 Salary - Plant Operators	109,168	122,779	125,073	133,077	107,425	142,770	9,693
45100- 1300 Wages & Extra Help	45,947	48,000	35,299	32,000	31,808	32,000	0
45100- 2100 FICA Expense	13,637	15,337	14,139	16,310	12,385	15,927	(383)
45100- 2210 Retirement	15,055	17,703	17,705	20,288	14,926	21,302	1,014
45100- 2300 Health Insurance	20,374	22,177	20,444	19,899	16,403	24,417	4,518
45100- 2400 Life Insurance	0	1,098	0	5,322	988	1,409	(3,913)
45100- 2600 Unemployment Insurance	0	0	201	0	0	0	0
45100- 2700 Workers' Compensation	2,918	3,040	2,339	3,040	2,949	3,000	(40)

45100- 2830 ICMA Contribution	0	0	0	1,563	0	1,337	(226)
45100- 2860 Accrued Leave Expense	0	0	1,228	0	0	0	0
45100- 2880 Fitness Program	0	0	432	432	0	0	(432)
45100- 2899 Miscellaneous Benefits	209	360	323	360	321	360	0
45100- 3100 Professional Services	0	0	0	0	0	0	0
45100- 3160 Laboratory Services	305	3,500	0	2,500	255	1,300	(1,200)
45100- 3310 Contractual Repairs & Maintenance	14,172	16,600	9,348	16,600	8,616	56,000	39,400
45100- 3320 Maintenance Contracts	38,971	44,000	29,006	42,052	26,732	41,812	(240)
45100- 3600 Advertising	128	250	839	250	188	250	0
45100- 3701 Uniform Rental	575	728	639	728	614	728	0
45100- 3990 Payments on Contracts	2,340	8,350	0	8,400	1,525	5,920	(2,480)
45100- 3991 Permit Fees	5,606	6,100	7,806	6,100	4,471	6,640	540
45100- 4200 Vehicle Expenses	1,909	2,000	2,119	2,000	0	1,750	(250)
45100- 5110 Electric Current	76,576	62,000	64,018	70,000	51,162	69,000	(1,000)
45100- 5210 Postage	76,576	62,000	0	0	5	0	0
45100- 5230 Communication	1,898	1,400	1,347	1,400	967	1,690	290
45100- 5302 Fire Insurance	2,523	3,400	2,835	3,400	3,226	3,400	0
45100- 5308 General Liability Insurance	4,249	4,500	4,446	4,500	4,795	4,500	0
45100- 5410 Lease of Equipment	421	800	476	800	376	880	80
45100- 5510 Travel	361	800	145	800	188	800	0
45100- 5540 Training	123	550	175	550	243	550	0
45100- 5810 Membership & Dues	303	575	45	600	248	100	(500)
45100- 6004 Laboratory Supplies	4,150	3,500	4,323	3,000	5,006	3,485	485
45100- 6007 Repairs - Buildings & Grounds	7,463	2,500	2,393	2,500	6,021	2,600	100
45100- 6008 Gasoline, Grease & Oil	(22)	200	198	200	53	200	0
45100- 6009 Repairs - Equipment	4,929	7,600	2,412	7,600	5,253	7,600	0
45100- 6011 Wearing Apparel	463	500	254	500	381	500	0
45100- 6012 Subscriptions	0	50	48	0	0	50	50
45100- 6024 Tools	401	500	367	500	503	500	0
45100- 6025 Chemical Supplies	47,364	35,000	38,745	35,898	35,895	38,098	2,200
45100- 6099 Materials & Supplies	1,708	3,000	1,996	3,000	1,680	2,455	(545)
Total Source of Supply	<u>\$529,174</u>	<u>\$530,596</u>	<u>\$421,404</u>	<u>\$478,301</u>	<u>\$372,576</u>	<u>\$526,760</u>	<u>\$48,459</u>

45200 TRANSMISSION & DISTRIBUTION

45200- 1100 Salary - Superintendent	\$43,326	\$50,125	\$50,103	\$53,467	\$42,853	\$48,194	(\$5,273)
45200- 1300 Wages & Extra Help	136,289	162,408	155,402	146,380	137,000	145,267	(1,113)
45200- 2100 FICA Expense	13,418	16,259	15,456	15,288	12,894	14,800	(488)
45200- 2210 Retirement	21,283	24,211	22,978	27,611	17,427	28,207	596
45200- 2300 Health Insurance	23,345	23,900	21,526	22,526	15,201	30,719	8,193
45200- 2400 Life Insurance	3,557	5,059	3,557	5,356	4,118	5,423	67
45200- 2700 Workers' Compensation	3,859	4,020	3,093	4,020	3,900	3,900	(120)
45200- 2860 Accrued Leave Expense	1,815	0	3,906	0	0	0	0
45200- 2830 ICMA Contribution	0	0	0	0	0	1,499	1,499
45200- 2880 Fitness Program	0	432	0	0	0	290	290
45200- 2899 Miscellaneous Benefits	366	420	457	420	30	420	0
45200- 3100 Professional Services	0	0	0	0	0	0	0
45200- 3310 Contractual Repairs/Maintenance	7,783	7,162	2,463	6,600	5,322	6,400	(200)
45200- 3320 Maintenance Contracts	375	480	1,008	600	916	1,100	500
45200- 3600 Advertising	54	300	212	300	159	300	0

45200- 3701 Uniform Rental	1,056	1,274	1,056	1,274	873	1,274	0
45200- 3990 Payments on Contracts	0	0	0	0	0	4,950	4,950
45200- 4200 Vehicle Expenses	15,923	20,000	21,605	20,000	3	20,000	0
45200- 5210 Postage	4,864	3,900	0	0	22	0	0
45200- 5230 Communication	4,864	3,900	4,594	3,900	3,257	4,620	720
45200- 5308 General Liability Insurance	5,382	5,700	5,632	5,700	6,074	5,700	0
45200- 5410 Lease of Equipment	1,938	1,000	192	1,565	1,671	1,565	0
45200- 5510 Travel	15	550	187	300	174	250	(50)
45200- 5540 Training	152	600	76	600	53	600	0
45200- 6011 Wearing Apparel	1,012	1,175	1,423	1,175	824	1,175	0
45200- 6024 Tools	972	600	881	600	2,324	900	300
45200- 6099 Materials & Supplies	13,995	22,820	36,958	22,820	26,635	22,820	0
Total Transmission & Distribution	<u>\$305,643</u>	<u>\$356,295</u>	<u>\$352,765</u>	<u>\$340,502</u>	<u>\$281,730</u>	<u>\$350,373</u>	<u>\$9,871</u>
TOTAL WATER DEPARTMENT	<u>\$995,771</u>	<u>\$1,043,628</u>	<u>\$948,163</u>	<u>\$1,000,560</u>	<u>\$791,012</u>	<u>\$1,069,930</u>	<u>\$69,370</u>

45300 WASTEWATER PLANT OPERATION

45300- 1101 Salary - Superintendent	\$28,382	\$29,699	\$30,251	\$32,132	\$24,459	\$33,430	\$1,298
45300- 1102 Salary - Plant Operators	162,009	254,651	199,161	210,820	171,638	225,069	14,249
45300- 1104 Salary - Maintenance Mechanics	62,214	66,427	67,664	71,510	57,878	75,508	3,998
45300- 1300 Wages & Extra Help	40,922	40,000	30,320	40,000	25,088	40,000	0
45300- 2100 FICA Expense	22,248	29,894	24,546	27,116	20,980	28,611	1,495
45300- 2210 Retirement	29,330	40,725	33,530	38,616	28,567	40,381	1,765
45300- 2300 Health Insurance	34,745	56,082	33,936	34,022	27,910	35,676	1,654
45300- 2400 Life Insurance	0	2,525	0	2,516	1,890	2,672	156
45300- 2700 Workers' Compensation	6,412	6,680	4,940	6,680	6,481	6,400	(280)
45300- 2830 ICMA Contribution	4,458	0	0	1,563	62	7,082	5,519
45300- 2860 Accrued Leave Expense	3,268	0	6,468	0	0	0	0
45300- 2880 Fitness Program	72	432	0	432	0	290	(142)
45300- 2885 Tuition Reimbursement	470	900	0	0	343	0	0
45300- 2899 Miscellaneous Benefits	470	900	721	750	124	750	0
45300- 3100 Professional Services	0	7,500	0	7,500	0	7,500	0
45300- 3160 Laboratory Testing Services	16,263	18,720	10,246	7,110	3,370	8,000	890
45300- 3170 Pretreatment Testing	0	6,000	0	6,000	0	4,000	(2,000)
45300- 3310 Contractual Repairs & Maintenance	53,078	63,500	62,309	48,900	87,561	50,500	1,600
45300- 3320 Maintenance Contracts	1,286	2,300	792	3,256	670	3,256	0
45300- 3600 Advertising	560	750	380	750	27	400	(350)
45300- 3701 Uniform Rental	392	360	313	360	316	360	0
45300- 3990 Payments on Contracts	24,204	25,640	27,101	30,540	15,117	30,540	0
45300- 3991 Permit Fees	7,100	0	0	0	0	0	0
45300- 4200 Vehicle Expenses	3,185	5,000	5,868	5,000	0	5,000	0
45300- 5110 Electric Current	88,394	85,000	90,208	88,000	76,008	88,000	0
45300- 5120 Fuel	9,502	10,000	9,740	10,000	13,479	10,000	0
45300- 5210 Postage	3,161	3,400	0	0	31	0	0
45300- 5230 Communication	3,161	3,400	3,308	3,400	2,302	3,400	0
45300- 5302 Fire Insurance	4,452	6,000	5,003	6,000	5,692	6,000	0
45300- 5308 General Liability Insurance	8,498	9,000	8,893	9,000	9,591	9,000	0
45300- 5410 Lease of Equipment	491	1,400	1,287	1,700	598	1,720	20
45300- 5510 Travel	734	1,200	1,360	1,200	4,663	1,200	0

45300- 5540 Training	424	1,000	435	1,000	148	1,000	0
45300- 5810 Membership & Dues	138	1,075	315	875	202	875	0
45300- 6004 Laboratory Supplies	6,091	5,000	6,453	4,000	3,966	4,430	430
45300- 6007 Repairs - Buildings & Grounds	2,819	2,000	3,294	2,200	3,076	2,200	0
45300- 6008 Gasoline, Grease & Oil	3,045	4,500	6,428	4,500	5,216	4,500	0
45300- 6009 Repairs - Equipment	34,835	15,000	30,611	15,000	21,123	15,000	0
45300- 6011 Wearing Apparel	1,452	1,200	1,038	1,200	1,248	1,200	0
45300- 6012 Subscriptions	0	50	145	0	0	50	50
45300- 6024 Tools	960	800	729	800	705	1,189	389
45300- 6025 Chemical Supplies	107,663	110,000	93,977	134,245	87,927	133,880	(365)
45300- 6099 Materials & Supplies	3,987	4,000	4,612	4,000	4,634	4,000	0
Total Wastewater Treatment Plant	<u>\$780,875</u>	<u>\$922,710</u>	<u>\$806,382</u>	<u>\$862,693</u>	<u>\$713,090</u>	<u>\$893,069</u>	<u>\$30,376</u>

45400 PUBLIC UTILITIES ADMINISTRATION

45400- 1100 Salary - Town Manager	\$19,144	\$18,579	\$19,206	\$19,329	\$115,116	\$19,811	\$482
45400- 1101 Salary - Utilities Director	33,243	35,630	36,295	38,246	29,932	40,771	2,525
45400- 1102 Salary - Secretary	22,037	24,182	23,735	25,541	20,139	27,481	1,940
45400- 1103 Salary - Accounting Clerks	61,235	65,559	63,051	69,927	44,325	72,727	2,800
45400- 1104 Salary - Utilities Technician	42,737	44,315	45,287	48,045	40,053	51,722	3,677
45400- 1105 Salary - Project Engineer	12,335	14,592	14,861	15,966	8,226	16,101	135
45400- 1106 Salary - Finance/Personnel Director	14,489	15,162	15,444	16,220	12,717	17,064	844
45400- 1107 Salary - Deputy Finance Director	16,266	17,147	17,464	18,930	14,856	20,180	1,250
45400- 1300 Wages & Extra Help	6,081	3,600	4,471	6,000	7,092	5,000	(1,000)
45400- 2100 FICA Expense	8,597	18,266	9,190	19,365	7,512	20,288	923
45400- 2210 Retirement	10,500	27,301	22,018	30,970	17,406	32,141	1,171
45400- 2300 Health Insurance	27,069	27,947	27,066	28,838	23,892	31,161	2,323
45400- 2400 Life Insurance	1,445	3,138	1,445	3,786	2,383	3,896	110
45400- 2700 Workers' Compensation	221	230	177	230	223	230	0
45400- 2830 ICMA Contribution	832	0	0	1,282	0	2,177	895
45400- 2840 Car Allowance	0	0	0	840	700	840	0
45400- 2860 Accrued Leave Expense	4,886	0	11,599	0	0	0	0
45400- 2880 Fitness Program	954	432	821	821	518	580	(241)
45400- 2899 Miscellaneous Benefits	157	180	243	180	27	180	0
45400- 3100 Professional Services	29,260	65,000	19,640	20,000	31,253	12,500	(7,500)
45400- 3105 Professional Services - Data Proc	0	0	0	23,736	23,903	50,824	27,088
45400- 3110 Legal Fees	4,984	10,000	4,826	10,000	608	5,000	(5,000)
45400- 3150 Recording Costs	0	250	5	250	17	250	0
45400- 3200 Temporary Help Services	0	0	665	0	0	0	0
45400- 3310 Contractural Repairs & Maintenance	0	800	329	800	200	800	0
45400- 3320 Maintenance Contracts	3,511	5,179	5,629	5,179	5,395	6,125	946
45400- 3500 Printing	1,868	2,600	5,018	5,000	3,631	3,500	(1,500)
45400- 3600 Advertising	16	500	218	700	759	500	(200)
45400- 5210 Postage	7,432	11,400	12,116	11,400	8,563	11,400	0
45400- 5230 Communication	6,097	4,680	5,908	5,200	5,042	5,815	615
45400- 5306 Surety Bond	56	150	323	690	385	690	0
45400- 5308 General Liability Insurance	3,777	4,000	3,952	4,000	4,263	4,000	0
45400- 5410 Lease of Equipment	234	120	246	218	198	3,809	3,591
45400- 5510 Travel	1,687	1,500	2,343	2,100	1,050	1,500	(600)
45400- 5540 Training	1,912	5,210	4,166	5,210	2,341	4,700	(510)

45400- 5810 Membership & Dues	564	600	607	600	1,144	600	0
45400- 6001 Office Supplies	3,555	4,000	3,576	4,000	3,555	4,500	500
45400- 6011 Wearing Apparel	0	0	57	100	92	0	(100)
45400- 6012 Subscriptions	158	200	633	530	1,134	700	170
45400- 6022 Service Charges	0	0	0	750	298	750	0
45400- 6099 Materials & Supplies	128	0	49	0	5	0	0
45400- 8202 Furniture & Equipment	19,130	16,300	0	480	1,047	1,290	810
45400- 8207 Data Processing Equipment	0	0	0	21,320	20,860	23,980	2,660
Total Public Utilities Administration	<u>\$366,597</u>	<u>\$448,749</u>	<u>\$382,679</u>	<u>\$466,779</u>	<u>\$460,860</u>	<u>\$505,583</u>	<u>\$38,804</u>

45500 WATER & SEWER CAPITAL OUTLAY

45500- 8011 Laboratory Equipment - Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
45500- 8012 Meters	0	1,500	2,310	0	0	0	0
45500- 8095 Machinery & Equip - WS Admin	0	8,600	0	0	0	0	0
45500- 8096 Machinery & Equip - Meter	29,883	10,330	7,716	4,750	10,459	2,500	(2,250)
45500- 8097 Machinery & Equip - T&D	126,037	8,934	7,845	21,162	150	78,328	57,166
45500- 8098 Machinery & Equip - Water	865	0	0	0	0	0	0
45500- 8099 Machinery & Equip - Sewer	393	0	564	0	999	0	0
45500- 8830 Water Plant & Well Improvements	49,200	0	0	0	0	60,100	60,100
45500- 8835 Sewer Plant Improvements	58,456	236,434	204,568	24,000	63,764	62,675	38,675
45500- 8866 Sewer Line Rehabilitation	65,011	150,000	69,046	360,500	185,622	274,630	(85,870)
45500- 8868 Water Line Replacement	130,064	45,000	57,973	223,597	121,345	114,010	(109,587)
45500- 8869 Sewer Line Construction	1,431	0	0	0	0	0	0
45500- 8902 Turkey Run Pump Station	51,711	0	580	0	1,005	0	0
45500- 8904 Business Park Sewer Construction	0	236,250	9,232	0	203	0	0
45500- 8906 Engineering - Cedar Run Pump Sta	0	0	0	0		20,000	20,000
45500- 8907 Shirley Ave Utilities Upgrade	0	0	0	0		0	0
45500- 8908 Walker Drive Utilities	0	0	0	0		0	0
Total Water & Sewer Capital Outlay	<u>\$513,051</u>	<u>\$697,048</u>	<u>\$359,834</u>	<u>\$634,009</u>	<u>\$383,547</u>	<u>\$612,243</u>	<u>(\$21,766)</u>

95100 DEBT SERVICE

95100- 9111 Lease Purchase - Principal	\$14,510	\$16,423	\$18,115	\$9,436	\$7,949	\$7,544	(\$1,892)
95100- 9112 Redemption - 1988 Bonds	220,000	0	0	0	0	0	0
95100- 9113 Redemption - 1990 Bonds	220,000	0	0	0	0	0	0
95100- 9114 Redemption - 1993 Bonds	95,000	550,000	550,000	555,000	555,000	610,000	55,000
95100- 9115 Lease Purchase - Principal AS/400	\$0	\$0	0	0	732	4,513	4,513
95100- 9121 Lease Purchase - Interest	2,802	590	1,202	830	799	754	(76)
95100- 9122 Interest - 1990 Bonds	17,765	0	0	0	0	0	0
95100- 9124 Interest - 1993 Bonds	406,140	259,530	252,105	236,877	236,876	212,398	(24,479)
95100- 9132 Service Charges - 1988 Bonds	7,350	0	750	0	0	0	0
95100- 9133 Service Charges - 1990 Bonds	550	0	0	0	0	0	0
95100- 9134 Service Charges - 1993 Bonds	500	2,000	1,050	2,750	0	2,000	(750)
Total Debt Service	<u>\$984,617</u>	<u>\$828,543</u>	<u>\$823,222</u>	<u>\$804,893</u>	<u>\$801,356</u>	<u>\$837,209</u>	<u>\$32,316</u>

99100 TRANSFERS & RESERVES

99100- 7013 Reserve for Contingencies	\$0	\$27,626	\$0	\$0	\$0	\$0	\$0
99100- 9200 Transfer - Retirement Fund	0	0	0	0	0	0	0

Total Transfers & Reserves		\$0	\$27,626	\$0	\$0	\$0	\$0	\$0
501	WATER/SEWER FUND TOTAL	\$3,640,911	\$3,968,304	\$3,320,280	\$3,768,934	\$3,149,865	\$3,918,034	\$149,100

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
CEMETERY FUND REVENUE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

		Revised		Revised	Actual ²	Adopted	
		Actual	Budget	Actual ¹	Budget	10 Months	Budget
		FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002
							Change
13030	BURIAL PERMITS						
13030-0026	Burial Permits	\$19,625	\$16,000	\$15,400	\$15,000	\$16,650	\$15,000
	Total Burial Permits	\$19,625	\$16,000	\$15,400	\$15,000	\$16,650	\$15,000
15010	REVENUE FROM USE OF MONEY						
15010-0001	Interest - Perpetual Care	\$18,357	\$20,000	\$20,558	\$20,000	\$16,301	\$20,000
	Total Revenue from Use of Money	\$18,357	\$20,000	\$20,558	\$20,000	\$16,301	\$20,000
18990	MISCELLANEOUS REVENUE						
18990-0001	Miscellaneous Revenue	\$68	\$0	\$40	\$0	\$45	\$50
18990-0007	Sale of Cemetery Lots	7,975	1,750	0	1,050	1,100	1,050
18990-0013	Sale of Perpetual Care	1,425	250	0	150	300	150
	Total Charges for Services	\$9,468	\$2,000	\$40	\$1,200	\$1,445	\$1,250
41050	TRANSFERS						
41050-0100	Transfers - General Fund	\$0	\$45,089	\$30,862	\$53,872	\$0	\$50,389
	Total Non-Revenue Receipts	\$0	\$45,089	\$30,862	\$53,872	\$0	\$50,389
511	TOTAL CEMETERY FUND	\$47,450	\$83,089	\$66,860	\$90,072	\$34,396	\$86,639

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
CEMETERY FUND EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

		Revised		Revised		Actual ²	Adopted	
		Actual	Budget	Actual ¹	Budget	10 Months	Budget	
		FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
71400	CEMETERY EXPENSES							
71400-	1300 Wages & Extra Help	\$54,522	\$55,579	\$49,838	\$57,486	\$40,433	\$57,880	\$394
71400-	2100 FICA Expense	4,063	4,252	3,593	4,398	2,888	4,428	30
71400-	2210 Retirement	4,845	5,524	4,440	5,831	3,512	6,041	210
71400-	2300 Health Insurance	6,156	6,336	5,378	10,037	4,532	6,976	(3,061)
71400-	2400 Life Insurance	0	343	0	380	368	400	20
71400-	2700 Workers Compensation	1,344	1,400	1,077	1,400	1,358	1,400	0
71400-	2860 Accrued Leave Expense	0	0	727	0	0	0	0
71400-	2899 Miscellaneous Benefits	104	120	129	120	0	120	0
71400-	3310 Contractural Repairs & Maintenance	550	1,700	416	1,500	6,941	1,500	0
71400-	3701 Uniform Rental	302	364	267	364	269	364	0
71400-	3990 Payments on Contracts	252	500	252	1,000	0	2,000	1,000
71400-	4200 Vehicle Expenses	2,551	4,000	4,238	4,000	0	2,500	(1,500)
71400-	5100 Electric Current	88	160	116	120	195	120	0
71400-	5120 Fuel	702	800	936	800	1,225	900	100
71400-	5302 Fire Insurance	30	40	33	40	38	35	(5)
71400-	5308 General Liability Insurance	16	17	17	17	18	17	0
71400-	6003 Agricultural Supplies	0	300	146	300	8	300	0
71400-	6007 Repairs - Buildings & Grounds	0	350	241	350	0	350	0
71400-	6011 Wearing Apparel	153	204	134	204	0	208	4
71400-	6024 Tools	22	100	102	100	81	100	0
71400-	6099 Materials & Supplies	966	1,000	432	1,000	248	1,000	0
71400-	8201 Replace Equipment	0	0	0	625	0	0	(625)
71400-	8281 Replace Fence	0	0	0	0	0	0	0
Total Cemetery Fund		\$76,666	\$83,089	\$72,512	\$90,072	\$62,114	\$86,639	(\$3,433)

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
MOTOR POOL EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

	Actual	Revised Budget	Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
	FY1999	FY2000	FY2000	FY 2001	FY 2001	FY 2002	Change
12520 MOTOR POOL							
12520- 1100 Salaries - Mechanics	\$89,611	\$96,270	\$102,902	\$111,128	\$89,474	\$115,725	\$4,597
12520- 1301 Wages & Extra Help	555	2,000	2,503	2,000	1,538	4,000	2,000
12520- 1302 Wages - Snow Removal	906	3,000	1,213	3,000	0	3,000	0
12520- 2100 FICA Expense	6,855	7,747	8,029	8,884	6,843	9,389	505
12520- 2210 Retirement	9,968	11,525	11,650	13,646	10,030	14,354	708
12520- 2300 Health Insurance	9,577	9,115	8,476	9,571	8,159	10,892	1,321
12520- 2400 Life Insurance	0	715	0	889	664	950	61
12520- 2700 Workers Compensation	2,592	2,700	2,077	2,700	2,620	2,700	0
12520- 2830 ICMA Contribution	0	0	0	2,532	2,538	0	(2,532)
12520- 2899 Miscellaneous Benefits	191	240	199	240	0	180	(60)
12520- 3310 Contractural Repairs & Maintenance	15,530	19,000	22,388	19,000	35,462	24,000	5,000
12520- 3701 Uniform Rental	473	728	449	728	471	728	0
12520- 5230 Communication	798	800	895	800	451	800	0
12520- 5304 Equipment Insurance	1,060	1,700	0	1,700	0	1,700	0
12520- 5305 Automotive Insurance	17,276	21,000	17,120	21,000	19,877	20,000	(1,000)
12520- 5510 Travel	0	200	10	200	11	200	0
12520- 5540 Training	0	1,000	0	1,000	0	1,000	0
12520- 6008 Gasoline, Grease & Oil	19,488	30,000	32,495	30,000	29,834	37,759	7,759
12520- 6009 Repairs - Equipment	56,386	50,000	51,639	50,000	44,593	53,000	3,000
12520- 6011 Wearing Apparel	345	600	221	600	79	600	0
12520- 6012 Subscriptions	316	300	0	600	200	600	0
12520- 6014 Automotive Tires & Tubes	11,663	8,000	7,722	8,000	3,740	8,000	0
12520- 6024 Tools	1,250	750	1,016	1,000	690	1,000	0
12520- 6099 Materials & Supplies	10,976	10,000	11,748	10,000	10,241	10,000	0
12520- 8201 Machinery & Equipment	894	3,000	3,187	1,665	1,331	4,650	2,985
12520- 8202 Furniture & Fixtures	639	0	0	150	0	0	(150)
MOTOR POOL FUND TOTAL	<u>\$257,349</u>	<u>\$280,390</u>	<u>\$285,939</u>	<u>\$301,033</u>	<u>\$268,846</u>	<u>\$325,227</u>	<u>\$24,194</u>

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
 RETIREMENT FUND REVENUE ESTIMATES
 FISCAL YEAR ENDING JUNE 30, 2002

		Actual ¹	Revised Budget	Actual ² 10 Months FY 2001	Adopted Budget FY 2002	Change
		FY2000	FY 2001	FY 2001	FY 2002	
15010	REVENUE FROM USE OF MONEY					
15010-0001	Interest	\$0	\$0	\$100	\$0	\$0
15010-0020	Insurance Proceeds	0	0	0	0	0
	Total Revenue From Use of Money	\$0	\$0	\$100	\$0	\$0
41050	TRANSFERS					
41050-0010	Transfers - General Fund	\$0	\$0	\$0		\$0
	Total Non-Revenue Receipts	\$0	\$0	\$0	\$0	\$0
750	RETIREMENT FUND TOTAL	\$0	\$0	\$100	\$0	\$0

¹ Audited

² Unaudited, through 04/30/2001

TOWN OF WARRENTON, VIRGINIA
RETIREMENT FUND EXPENDITURE ESTIMATES
FISCAL YEAR ENDING JUNE 30, 2002

		Actual ¹	Revised Budget	Actual ² 10 Months	Adopted Budget	
		FY2000	FY 2001	FY 2001	FY 2002	Change
30000	DEATH BENEFITS					
30000-2900	Death Benefits	\$0	\$0	\$0	\$0	\$0
	Total Revenue From Use of Money	\$0	\$0	\$0	\$0	\$0
41050	TRANSFERS					
41050-0010	Transfers - General Fund	\$0	\$0	\$0	\$0	\$0
	Total Transfers	\$0	\$0	\$0	\$0	\$0
750	RETIREMENT FUND TOTAL	\$0	\$0	\$0	\$0	\$0

¹ Audited

² Unaudited, through 04/30/2001

Glossary

Accrual Basis

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Appropriation

A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Value

Value set on real and other property as a basis for levying taxes. The Commissioner of Revenue for Fauquier County, by law, assesses all property taxed by the Town of Warrenton.

Asset

Resources owned or held by a government which have monetary value.

Authorized Position

Employee positions authorized in the adopted budget.

Bond

A written promise to pay a specific sum of money (called principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are referred to as debt service.

Bond Refinancing

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond terms.

Budget

A plan of financial activity for a specified period of time indicating planned revenues and expenses for the budget period.

Budget Calendar

The schedule of key dates which a government follows in the preparation and adoption of the budget.

Capital Improvements Program (CIP)

A plan for public facilities which results in construction or acquisition of fixed assets, primarily buildings but includes parks, sewers, sidewalks, etc., and major items of capital equipment and operating expenses related to the new facilities.

Capital Outlay

Fixed assets which have a value of \$100 or more and have a useful economic lifetime of more than one year.

Cash Basis

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Constant Dollars

The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Consumer Price Index (CPI)

A statistical description of price levels provided by the US Department of Labor. The index is used as a measure of the increase in cost of living.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services

Services rendered to the Town by private firms, individuals or other governmental agencies.

Cost-of-Living Adjustment (COLA)

An increase in salaries to offset the adverse effect of inflation on wages.

Debt Service

The payment of principal and interest on borrowed funds through financial instruments such as bonds and lease purchase agreements.

Department

The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation

The recognized decrease in value of physical assets due to use and the passage of time.

Employee Benefits

Contributions made by the Town to meet commitments or obligations for employee fringe benefits. Included are the Town's share of costs for Social Security and the various pension, medical and life insurance plans.

Encumbrance

An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund

A self-supporting fund designed to account for activities provided for external customers and supported by user fees or charges. The Town's Water & Sewer and Cemetery Fund are examples.

Expenditure

An actual outlay of funds that produces decreases in net financial resources. Expenditures are made to support daily operations and provide services. Examples include general overhead expenses, payroll, debt payments and capital purchases.

Fiduciary Fund

Also known as Trust and Agency Funds, account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units or other funds.

Fiscal Year (FY)

A fixed period of time for which expenditures and revenues are accounted for. In the Town of Warrenton, the fiscal year is July 1 to June 30.

Full-Time Employee

A full-time employee is one who work 40 hours per week, 52 weeks per year, or 2,080 hours.

Full-Time Equivalent Employee (FTE)

The ratio that employee or position is authorized to work in terms of a full-time, 2,080 hour per year, employee.

For performance measurement, informational and comparative purposes, an employee, either full-time, part-time or seasonal, may be show in terms of a FTE.

Full-Time Position

An employment position authorized by the Town Council and included in the table of Authorized Positions. Funding may or may not be included in the current budget for the position.

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund

An accounting entity with a group of self-balancing accounts segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance

The difference between fund assets and fund liabilities of governmental and similar trust funds. A designated balance is set aside for a particular future use. Fund balance may be undesignated, or available for general appropriation.

GAAP

General Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

General Fund

The general operating fund that is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is a Governmental Fund.

General Obligation Bond

This type of bond is backed by the full faith, credit and taxing power of the government.

Governmental Fund

A governmental fund accounts for acquisition, use, and balances of a local government's expendable financial resources and the related current liabilities - except for those accounted for in proprietary or fiduciary funds.

Internal Service Fund

A self-supporting fund that generates expenditures and revenues through user charges in providing services to internal customers. An example for the Town of Warrenton is the Motor Pool Fund.

Levy

To impose taxes for the support of government activities.

Long-term Debt

Debt with a maturity of more than one year after the date of issuance.

Materials & Supplies

Expendable materials and operating supplies necessary to conduct operations.

Part-time Employee

An employee scheduled or authorized to work less than 40 hours per week.

Proffers

Funds, goods or services negotiated at the time of rezoning to help defray the capital costs associated with resultant development.

Property Tax Rate

The level at which property values are calculated to determine the amount of taxes to be collected.

Proprietary Funds

Proprietary funds account for operations and activities that are similar to those found in the private sector. The Town of Warrenton's Water & Sewer and Cemetery Fund are Proprietary Funds.

Revenue

A source of income that provides an increase in net financial resources and is used to fund expenditures.

Seasonal Employees

An employee, either part-time or full-time, hired to work less than 52 weeks per year.

Transfers

Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

User Fees

Payments assessed for use of programs or services supplied by the government.